

## 2019-20 NEED-BASED FINANCIAL AID APPLICATION INSTRUCTIONS

*AWARD NOTIFICATION: begins in spring 2019 and awards are confirmed after spring 2019 final grades are recorded*

Complete the following steps to apply for federal, state, and Susquehanna aid programs. **If you are not applying for need-based aid or federal loans (Direct Parent PLUS included), please call or e-mail Student Financial Services.**

- 1. COMPLETE THE 2019-20 FAFSA.** This is your application for federal student aid and a state grant. The application opened on October 1, 2018.
  - Go to [www.fafsa.gov](http://www.fafsa.gov). You (and your parent) should use your FSA ID to login to and sign the FAFSA. (If you have never applied for aid, get your FSA ID at <https://fsaid.ed.gov>.)
  - Applicants should import tax data into the FAFSA using the IRS Data retrieval tool. Tax information will be **encrypted** and hidden from view on both the IRS DRT website and FAFSA web pages. Please accept the transfer, complete remaining asset and investment questions, sign and submit.
  - **Susquehanna's school code - 003369.**
  - **FILING DEADLINE: FEBRUARY 1, 2019**
- 2.** Applicants selected for Federal verification will be required to submit additional documentation upon request.

### SOME REMINDERS . . .

- Read all instructions carefully. Do not leave items blank unless instructed to do so.
- Use only whole numbers. Round all figures to the nearest dollar.
- You must report as "other untaxed income" any payments made on your behalf during 2017 by a non-custodial parent, grandparent or anyone other than your parent(s) reported on the FAFSA.
- Report untaxed income! Report tax-deferred pension and savings plans that are listed on the w-2 in box 12 with codes D, E, F, G, H, and S. Don't list anything with code DD.
- Do not report scholarship and grant aid on the FAFSA unless it has been reported as part of your adjusted gross income on your federal tax return.
- **Don't miss deadlines!**

**LATE APPLICATIONS WILL BE REVIEWED AS FUNDING PERMITS FOR THE SUSQUEHANNA UNIVERSITY GRANT, NAMED SCHOLARSHIPS, and SEOG PROGRAMS.**

**Financial aid awards do not cover the additional cost of single rooms.**

**Please call our staff with any questions!**