



OFFICE OF STUDENT FINANCIAL SERVICES

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wheatoncollege.edu/go/sfs

2011-2012 FINANCIAL AID APPLICATION INSTRUCTIONS

February 2011

Dear Wheaton Student,

If you are planning on applying for need-based financial aid for the 2011-12 academic year, please follow the instructions below and adhere to all deadlines.

In addition to completing the Free Application for Federal Student Aid (FAFSA) and the CSS Profile Application online, students and their parent(s) must submit signed copies of their 2010 Federal Income Tax returns (all pages, schedules, and W2 forms) directly to the Office of Student Financial Services. *This is a change from prior years; we will no longer utilize the College Board's IDOC imaging service.*

All required tax information (all pages of the signed return, schedules, and W2 forms) as well as the Business/Farm Supplement (if applicable) should be put together into one packet and mailed to SFS. Do not send state tax returns. We also request that you put the student's Wheaton ID# on all documents for identification purposes.

Please note the financial aid application deadline for returning Wheaton students is April 20, 2011. Many states that offer state scholarships/grants have earlier deadlines, however, so we recommend if you have received state scholarship assistance in the past from your home state, you should file your FAFSA no later than March 1st, 2011. Please refer to the reverse side of this letter for detailed information on all required application materials.

If you have any questions regarding the application process, do not hesitate to contact Student Financial Services at the above number. You may also email us at sfs@wheatoncollege.edu. Your aid application status can always be reviewed on the Wheaton WINDOW. Please allow 3-5 business days after you submit application materials for the documents to appear as 'received' on your WINDOW account.

Sincerely,

Susan E. Beard
Director of Financial Aid

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FINANCIAL AID APPLICATION CHECKLIST

- _____ Free Application for Federal Student Aid (FAFSA) (<http://www.fafsa.ed.gov>)
- _____ CSS Profile (<http://profileonline.collegeboard.com/index.jsp>)
- _____ Non-Custodial Parent's Statement (if applicable)
- _____ Parent(s)' and Student's Signed 2010 Federal Income Tax Returns
(all pages and schedules)
- _____ Parent(s)' 2010 W-2 Forms
- _____ Business/Farm Supplement (if applicable)

Tax returns/Business Supplements should be sent (mailed, faxed or emailed) to:

**Student Financial Services
Wheaton College Norton, MA 02766
Fax: (508) 286-3787
sfs@wheatoncollege.edu**

Free Application for Federal Student Aid (FAFSA): All students intending to apply for financial aid, **including Federal Unsubsidized Stafford Loans and Federal PLUS loans**, must complete the FAFSA to be considered for financial assistance. To apply online, students and parents must first obtain a PIN (Personal Identification Number) at www.pin.ed.gov to be able to electronically sign your FAFSA. If you have completed a FAFSA in a prior year, you may utilize the same PIN# and complete a Renewal FAFSA at www.fafsa.ed.gov. **Wheaton's school code for the FAFSA Application is 002227.** The FAFSA should be submitted before March 1, 2011 in order to meet the April 20, 2011 deadline.

CSS Profile: In order to receive institutional assistance, students need to complete the CSS Profile through the College Board. The Profile can only be completed by going to <http://profileonline.collegeboard.com/index.jsp> (no 'www'). Families will need a valid debit card, credit card or electronic check to register and complete the application (a total of \$25.00 will be charged). Some students will qualify for fee waivers; this is determined after the application is complete. **Wheaton's school code for the CSS Profile is #3963.**

Non-custodial Parent's Statement: If your parents are divorced, separated, or have never been married, you'll be instructed to submit a Non-Custodial Parent's Statement during the online filing of the CSS Profile. The Non-Custodial Parent's Statement is done electronically; after completing the CSS Profile you will be instructed to provide your Non-Custodial Parent with the username and password provided. If your non-custodial parent does not have access to the internet, we have a limited supply of forms available in our office.

Business/Farm Supplement: If your parents are self-employed or own a business (or businesses), they will be required to submit a Business/Farm Supplement to our office. The form is available through both the Profile application process and on the SFS Wheaton website, and must be downloaded, completed on paper and submitted along with your federal tax return.