



**OFFICE OF STUDENT FINANCIAL SERVICES**

26 E. Main Street  
Norton, Massachusetts 02766-2322  
508-286-8232 800-541-3639 (U.S.)  
fax 508-286-3787  
wheatoncollege.edu/go/sfs

Dear Wheaton Student,

If you are planning on applying for need-based financial aid for the 2012-13 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 2011 Federal Income Tax returns (all pages, schedules, and W2 forms) directly to the Office of Student Financial Services.

**NEW FOR 2012-13: Completing your FAFSA is now easier, thanks to the new IRS Data Retrieval Tool! When you log into your FAFSA application, you'll be given the opportunity to transfer your 2011 tax information from the IRS. This will ensure accuracy and provides Wheaton with the most up-to-date tax data. Please note that even if you choose to utilize the data retrieval tool, Wheaton still requires that you send your 2011 federal tax return to SFS.**

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, 2012.** 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 1<sup>st</sup>, 2012. Please refer to the checklist on 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](mailto: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

## 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 2011 Federal Income Tax Returns  
(all pages and schedules)
- \_\_\_\_\_ Parent(s)' 2011 W-2 Forms
- \_\_\_\_\_ Business/Farm Supplement (if applicable)

**All materials should be sent (mailed, faxed or emailed) to:**

**Wheaton College  
Office of Student Financial Services  
26 East Main Street  
Norton, MA 02766  
Fax: (508) 286-3787  
[sfs@wheatoncollege.edu](mailto: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](http://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](http://www.fafsa.ed.gov). **Wheaton's school code for the FAFSA Application is 002227.** The FAFSA should be submitted before March 1, 2012 in order to meet the April 20, 2012 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 a fee waiver; this is determined by the College Board at the end of the application. **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.