Hampshire College Continuing Student
Financial Aid Checklist 2015 - 2016

HAMPSHIRE COLLEGE
Financial Aid Office

All financial aid students (except international students) need to re-apply for financial aid each year. All forms for fall 2015 term institutional aid must be received by the financial aid office by **May 1, 2015.** You may check what forms are needed to complete your aid application by reviewing the My Documents section on the HUB at **thehub.hampshire.edu. We will send notices to your Hampshire email account about missing items until all documents have been received.**

New!

New for 2015-2016: When you and your parents log on to FAFSA on the Web and other Federal Student Aid (FSA) websites including the National Student Loan Data System (NSLDS) and StudentLoans.gov you will be asked to create a username and password. This username and password will be your **FSA ID** and it replaces the FSA PIN and the use of personal identifiers such as name, birthdate and Social Security number. The changeover will occur on **April 26, 2015**. You do not need to do anything to prepare for it; when you first log on to one of the above sites on or after that date, you will be asked to create a username and password. If you have a PIN, you will have the option to link it to your new FSA ID, which will allow you to immediately use the ID on the above websites rather than wait 1-3 days while your identifying information is confirmed.

Required Documentation	Action	Date Processed/Notes
2015 - 16 Profile Application The CSS Profile is available at http://student.collegeboard.org/profile . This form is completed by the student and custodial parent(s). We use this form, along with the FAFSA, to help determine your eligibility for our institutional aid including the Hampshire Grant.	Complete online using college code 3447. Complete by April 15 to allow processing time. If you are not planning to apply for institutional aid the Profile is not required; please notify the financial aid office if this is the case.	
2015 -16 FAFSA The Free Application for Federal Student Aid (FAFSA) form is available at www.fafsa.gov. This form is completed by the student and, if a dependent student, the student's custodial parent(s). We use this form to determine your eligibility for federal and state aid including federal student loans, federal and state grants, and federal work study.	Complete online using college code 004661. Be sure to complete a renewal FAFSA to save time and preserve accuracy. Use federal PIN numbers to electronically sign the form (until April 26, 2015 when you will create a username and password). See FAFSA processing notes on back.	

If you have any questions about the financial aid application process or any other matter, kindly contact the financial aid office at 413.559.5484 or by email at financialaid@hampshire.edu.

If you need to fax or mail forms or documents to us please write the student's name or college ID number on each form. Our fax number is 413.559.5585 and our mailing address is Financial Aid Office, Hampshire College, 893 West Street, Amherst, MA 01002-3359

Please do not send us copies of parent or student tax returns or W-2 forms unless we have requested them. If we need these forms we will request them from you. Refer to the My Documents section of the HUB to see what forms are required for your aid application. Unrequested tax forms will be shredded to protect your personal information.

Late applications: Applications completed past the due date of May 1 are subject to a reduction to the Hampshire Grant based on the following schedule: applications completed May 2 through May 31 will have a $500 reduction in the Hampshire Grant; June 1 – June 30, $1,000 reduction; July 1 – July 31, $1,500 reduction; August 1 – August 31, $2,000 reduction; and September 1 and later, a $3,000 reduction. Please apply on time as funds are not guaranteed.

Students selected for the verification process will receive their award information after we receive all required forms and data, including those for the verification process. You will be notified on your FAFSA's Student Aid Report if your FAFSA was selected for the verification process.

Non-custodial parents are not required to complete the Non-custodial Profile for renewal applications but may request a review of 2014 income when significant changes have occurred compared to 2013. Please contact our office for details. First time financial aid applications will require the Non-custodial Profile, if applicable.

Visit our website at *http://financialaid.hampshire.edu* **for information and links:**
- Online links to complete the FAFSA and Profile;
- Learn how to avoid making common mistakes when completing the FAFSA (see below);
- Learn what's new on the FAFSA for 2015 – 2016;
- Watch a video on how to complete the FAFSA;
- Print your specific verification worksheet if your application has been selected for the verification process;
- Learn more about the verification process including the Data Retrieval Tool (DRT) on the FAFSA and how to request an IRS tax return transcript if required (see FAFSA processing notes below);
- Print a field study budget form if you are planning to be on field study for the fall term;
- Review the financial aid process and policies;
- Learn about applying for an outside scholarship;
- Learn about federal and private loans and the monthly payment plan;
- Review our financial literacy section, **money bytes.**

Have the following information available to help you complete the FAFSA and Profile:
- Your and your parents' 2014 W-2 forms and other records of any money earned;
- Your and your parents' 2014 federal income tax return (1040, 1040A, or 1040EZ) or international return;
- Any untaxed income records including child support received and tax exempt interest;
- Current bank and investment statements, mortgage payments, business and farm records, stock, bond records;
- More suggestions listed on our *financialaid.hampshire.edu* website.

Avoid making common mistakes on the FAFSA and Profile:
- Entering the wrong personal information. Always use correct Social Security numbers and dates of birth. If you are eligible to complete a renewal FAFSA it will pre-fill some of the application with data from the prior year.
- Using the wrong name. Use your legal name, avoid nicknames.
- Entering the wrong federal income tax amount. Carefully read the instructions for this field to enter the correct amount of taxes paid from a specific line of the tax return.
- Entering the wrong amount of tax-deferred pension payments. Enter the amounts listed on the W-2 form, box 12, with codes of D, E, F, G, H, and S. DO NOT include the DD code amount, if any.
- Entering an amount of taxable grants and scholarships when the student or parent did not receive taxable grants. Visit *financialaid.hampshire.edu* and click on Taxable Grants for an explanation of this common mistake.
- Be sure to sign the FAFSA electronically with your and a parent's federal PIN number (beginning on April 26, 2015 you will create a username and password—this will be your FSA ID and it will replace the PIN).

FAFSA processing notes: We suggest that parents and students *electronically* file their 2014 federal income tax return as soon as possible and then wait three weeks to file the FAFSA online. Please plan ahead to allow processing time so we will receive your FAFSA results by May 1. Select the option to use the **IRS Data Retrieval Tool (DRT) on the FAFSA** to automatically populate most of the financial data directly from the IRS website. You will need to enter income from wages and asset information separately when prompted to do so. **DO NOT** make any adjustments to the IRS data after it is transferred to the FAFSA. When you are done, be sure to click on the "Sign & Submit" tab at the top of the page to electronically sign the FAFSA form. If you have already completed the FAFSA with estimated data you can make a correction to the FAFSA and use the DRT to import the actual tax data. More information about the DRT process is available at the *financialaid.hampshire.edu* website.

Some tax filers will not be able to complete the IRS Data Retrieval process due to the filing status used (such as "Married Filing Separately"). If this is the case and if your aid application has been selected for the verification process, you and/or your parents will need to provide the financial aid office with a copy of your and/or their 2014 IRS Tax Return Transcript. Instructions on how to request a tax return transcript is available at the IRS website, www.irs.gov, and on our website, *financialaid.hampshire.edu*.