



**Fall 2017 Continuing Student  
Financial Aid Application Tips  
Due Date May 1, 2017**

**Tip #1: Check TheHUB to see what is required for your aid application**

- The required forms for your aid application appear on TheHUB; click on the “My Financial Aid” link and then review the My Documents tab to see what is required and what is still missing for your aid application.
- We use the FAFSA form to determine eligibility for federal aid. We use the FAFSA and the Profile, if required, for institutional aid including the Hampshire Grant. If you are not applying for institutional aid the Profile is not required; please notify the financial aid office if this is the case.
- Plan to review TheHUB regularly to make sure your aid application remains complete. Additional forms or data may be added, especially if your FAFSA report is selected for the Verification process. See Tip #8 for more information.
- Reminder: International students do not apply for aid after their first year.

**Tip #2: Apply on time - this may be simple advice, but it's important**

- FAFSA and Profile data, if required, are due by May 1, 2017; late applications are subject to a reduction to the Hampshire Grant.
- Data and forms required for the Verification process (see Tip #8) are not required by the May 1 due date but an award determination will not be completed until all required Verification materials have been received.
- If you are applying for financial aid for the first time and if your parents are not married to each other and not living together, then we would also need the Non-Custodial Parent Profile by May 1, 2017 to be considered on time.

**Tip #3: Federal Tax Returns and W-2 forms**

- Please do not send the financial aid office copies of tax returns or W-2 forms unless we specifically request them. If we do want specific tax information from you, it will be listed on TheHUB.
- If we are requesting a copy of your W-2 forms, and you worked on campus during the previous year you should have received a W-2 form from Hampshire College. You may also print a copy of your W-2 form on TheHUB.

**Tip #4: Completing the Profile**

- We use the Profile, along with the FAFSA, to determine your eligibility for institutional financial aid. 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.
- If the CSS Profile is listed on your HUB online account as a requirement and if you are applying for institutional aid, complete the Profile with your custodial parent(s) at <http://student.collegeboard.org/profile> . Our school code for the Profile is 3447.
- This form does have a cost and you may pay online with a credit card.
- Use your correct Social Security number when completing the Profile. The data is imported electronically to your Hampshire College financial aid record. If the numbers do not match there will be a delay in processing.
- There is a two-step process to complete the Profile: first you register for the Profile, and then you complete the Profile.
- The 2017-18 Profile requests 2015 year income and tax data.
- You are not able to make updates to the Profile. If you need to adjust Profile data please contact the financial aid office.
- Non-custodial parents of students who previously applied for financial aid are not required to complete another Non-Custodial Profile. However, these parents may request a review of their financial situation when significant changes have occurred compared to the prior year. These non-custodial parents may contact the financial aid office for details.

**Tip #5: Completing the FAFSA**

- All financial aid applicants (except international students) must complete the FAFSA each year. The Free Application for Federal Student Aid (FAFSA) form is used to determine one's eligibility for federal and state aid including loans, grants, and work study. If you previously completed a FAFSA, complete a renewal FAFSA—this will ensure accuracy of certain data.
- You may complete the FAFSA online at [www.fafsa.gov](http://www.fafsa.gov). Our school code for the FAFSA is 004661.
- Be sure to use your correct Social Security number when completing the FAFSA. The data is imported electronically to your Hampshire College financial aid record. If the numbers do not match there will be a delay in processing.
- The 2017-18 FAFSA requests 2015 year income and tax data.
- You are able to update the FAFSA by making a correction.
- If the student is a dependent student, the FAFSA requires information about the student and the custodial parent(s) and step-parent, if applicable.
- **We are strongly encouraging all students to complete their 2017-18 FAFSA form early** in case there is conflicting data between the 2016-17 and 2017-18 FAFSAs since both forms are requesting the same income and tax data from 2015. The sooner you complete it the more time we have to help you resolve the conflicting data.

- The FAFSA requests information from both of the dependent student's legal (biological and/or adoptive) parents if the parents live together, regardless of the marital status or gender of the parents. The goal of providing information on the FAFSA is to determine the family's financial strength. Therefore, if both legal parents live in the household (whether they are married or not), the FAFSA wants to know about both of them in order to get the full financial picture.
- Information about a non-custodial parent, not living in the student's household, should not be included on the FAFSA.

#### **Tip #6: Signing your FAFSA**

- The FAFSA form must be signed by the student. If the student is a dependent student, then a custodial parent must also sign the FAFSA form. The student is dependent if the parents needed to provide their information on the student's FAFSA form.
- The easiest and fastest way to sign the FAFSA form is to do it electronically, using the Federal Student Aid (FSA) ID. The student and custodial parent(s) must have their own FSA ID.
- When you or your parent try to log on to any FSA website, including the FAFSA site, the user will be asked to log in using their FSA ID. For information about the FSA ID, including how to apply, go to <https://fsaid.ed.gov/npas/index.htm>.

#### **Tip #7: Read your Student Aid Report**

- If you provide an email address on the FAFSA, your Student Aid Report (SAR) will be sent to you by email within five days. Your SAR summarizes the information you provided on your FAFSA. It is important to review your SAR to make sure all of your information is correct. If you do not provide an email address, your SAR will be mailed to you within three weeks.
- Your SAR will also notify you if you have been selected for the Verification process by the U.S. Department of Education.

#### **Tip #8: The Verification Process**

- Your Student Aid Report (SAR) will notify you if you have been selected by the U.S. Department of Education for the process known as Verification. Hampshire College may also select you for the Verification process.
- The Verification process requires the student to complete and return a specific Verification Worksheet to the financial aid office. There are three different Worksheets: the **Standard**, **Custom**, and **Aggregate**. Students must be sure to complete their specific Worksheet. You may view which of the three is required by visiting TheHUB (see Tip #1).
- For more information about the Verification process, please visit our website, <https://financialaid.hampshire.edu> and scroll down to the Verification Process section.

#### **Tip #9: The IRS Data Retrieval Tool (DRT) on the FAFSA**

- The IRS Data Retrieval Tool (DRT) on the FAFSA is a method to electronically transfer the student's and/or custodial parents' IRS tax information to the student's FAFSA. Use the DRT to ensure that accurate information is provided on the FAFSA.
- If you were selected for the Verification process, and if you need to complete the **Standard** or **Aggregate** Verification Worksheet, the financial aid office will need to verify your and your parents' income. Income verification may be done by using the DRT on the FAFSA, providing us with a copy of the IRS Tax Return Transcript, or completing the Non-tax filing statement on the Verification Worksheet, if applicable. Note that we CANNOT use an actual tax return to verify income; the data must come directly from the IRS.
- **NEW FOR 2017-18:** If you are selected for the Verification process and if you or a parent did not file a 2015 IRS income tax return you must provide to the financial aid office verification from the IRS that a tax return was not submitted.
- For more information about the DRT on the FAFSA, how to request an IRS Tax Return Transcript, and how to verify non-tax filing, please visit our website, <https://financialaid.hampshire.edu> and scroll down to the Verification Process section.

#### **Tip #10: Field Study Aid**

- Students planning to go on field study must also complete and submit the Field Study Budget Form to the financial aid office if applying for financial aid. This form allows you to itemize the costs associated with your field study project. If you are planning to attend another college during the field study, you may also need to submit a consortium agreement completed by that college. If the consortium agreement is needed we will send it to you.
- The maximum field study grant cannot be more than the cost of the Hampshire College field study charge, which is approximately one-sixth of Hampshire's annual tuition cost. Merit scholarships are included in this maximum grant amount.
- The Field Study Budget Form may be printed at <https://financialaid.hampshire.edu>, click on Financial Aid Forms.

#### **Tip #11: Your Award Notification**

- After we receive all of the required documents and data for your financial aid application, we will review your application and determine if we can provide you with need based aid. If you are eligible for need based aid you will receive an email from us directing you to the "My Financial Aid" link on TheHUB; click on the My Award Letter tab to review your awards. Carefully review these awards with your parents. Email notifications are sent beginning mid-to-late June for the Fall term.
- You will need to accept each award on the My Award Letter tab by clicking on the accept/decline drop-down box on each award line. We need your authorization to post your awards to your college bill, and to originate and disburse federal aid.

#### **Tip #12: If you have any questions about the financial aid process, please contact the financial aid office**

- Call us at 413.559.5484; send us an email at [financialaid@hampshire.edu](mailto:financialaid@hampshire.edu); or visit us, we are open Monday through Friday from 8:30AM to 4:30PM in the Kern Center. Our fax number is 413.559.5585. Our web address is <https://financialaid.hampshire.edu>.