

INSTRUCTIONS

Financial Aid Application 2003-04 Independent Traditional-Aged Students

Your 2003-04 aid eligibility will be determined primarily from information provided on the Smith Aid Application, the Free Application for Federal Student Aid (FAFSA), and a complete copy of your 2002 federal tax return.

I. SMITH AID APPLICATION

Priority Filing Deadline – May 2, 2003

Complete all sections and return to the Office of Student Financial Services.

II. FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

Priority Filing Deadline - April 1, 2003

If you wish to file the FAFSA on the internet, please refer to the enclosed instructions, "Filing the FAFSA On-Line".

- A. All students who applied for Federal Student Aid in the 2002-03 school year should receive a renewal application form at the address used on the 2002-03 (FAFSA). This completed application must be submitted after January 1, 2003 to the address provided on the form. Both student and spouse signatures are required.

If you do not receive a renewal application by January 15, 2003, you should request a 2003-04 FAFSA from the Office of Student Financial Services or file the FAFSA on-line.

- B. Complete all items according to the instructions on the form. Use line items from your 2002 IRS Form 1040, 1040A, 1040EZ if possible, but give your best estimates if completion of the tax return will be delayed beyond March 1. If you are self-employed, complete a CSS Business/Farm Supplement (available upon request), to be submitted directly to the College.

On the renewal FAFSA, if Smith College is one of the schools listed in questions 86-96, check "yes" next to that line to release the information to us. If Smith is not listed or if you are completing a blank 2002-03 FAFSA, write "*Smith College, code #002209*" and "*Northampton, MA*" in the appropriate spaces. Failure to do so will prevent the information from coming to Smith electronically and your file will remain incomplete.

- C. Sign the FAFSA **after January 1, 2003. If married, your spouse must also sign.**
- D. After filing the FAFSA, you should receive a Student Aid Report. **You do not need to submit this form to Smith College.** The College should receive an electronic copy of this report, called a Valid Electronic ISIR, if you have released the information to Smith (see IIB). We verify the information with your tax return and make any necessary corrections electronically.

III. 2002 FEDERAL TAX RETURN

Priority Deadline – May 2, 2003

- A. Copy **all pages** of your 2002 Form 1040, 1040A, or 1040EZ, **including all schedules, statements and W-2 forms** filed with the IRS, write your name and I.D. number on the top of the first page, sign on signature line and mail to the Office of Student Financial Services. **Your signature is required.**
- B. If you are not required to file a federal tax return, complete the Non-Filer's Statement on the Smith Aid Application. Request official statements of 2002 income from Social Security, Veterans Administration, or Department of Transitional Assistance as appropriate, and send to this office.

IV. APPLYING FOR STATE SCHOLARSHIPS

See Deadlines Below

You must apply for a state scholarship if your legal state of residence is MA, ME, NH, RI, VT, CT or PA.

RI - must file FAFSA by March 1, 2003

MA, ME, NH, PA - must file FAFSA by May 1, 2003

VT - must file VT grant application and FAFSA; grants awarded on a first come, first serve basis

CT - state scholarship application must be filed by April 30, 2003; FAFSA required later in the spring.

Residency questions on the FAFSA (questions 24-26) must be filled out completely when filing. You should indicate Massachusetts residence if Massachusetts has been your primary state of residence since September 1, 2002. Some states may require copies of federal tax returns as well. It is your responsibility to file the appropriate forms on time. **Note: An out-of-state driver's license will make you ineligible for MA State grant, even if you meet the residency requirement, and this will not be replaced with Smith Grant.**

Be sure to complete all questions pertaining to state scholarships. Application deadlines for state scholarships begin as early as March 1. Smith College cannot replace a state scholarship lost through delay or error.

V. ADDITIONAL INFORMATION

- A. *Official Award Letter* — When we have all required documents, your eligibility for aid will be calculated and two copies of the award letter and promissory notes will be mailed to you. Upon receipt of the signed award letter, one-half of your College and federal grants will be credited to your account and your loans will show as credits pending (memo item). In order to have your award credited to the July bill, all deadlines must be met, and the signed award letter must be received back in this office by June 30, 2003.

Applications completed after July 1 will incur a penalty; after August 1, an application may be considered for loan and job eligibility, but **no College grant aid will be given to late applicants.**

- B. *Students On Leave or Intending to Go On Leave* — Students who will be on leave for the 2003-04 year are responsible for requesting the aid renewal packet for the 2004-05 year from the Office of Student Financial Services in December 2003. This requirement does not pertain to students studying elsewhere with Smith aid, as packets will be forwarded to the mailing address on file with the Office of the Registrar.
- C. *Federal Verification* — You may be required to complete federally mandated verification. Please respond quickly to requests for additional information. Aid cannot be awarded until verification is completed.

VI. QUESTIONS?

As materials are received, you will be able to monitor the status of your application on BannerWeb or you can inquire about your aid status at the Office of Student Financial Services while you are on campus by calling extension 2530 or by sending e-mail to "sfs@smith.edu".

Check out the Office of Student Financial Services Website at www.smith.edu/finaid for deadlines, updates, forms, and other information.

**THE FINAL DEADLINE FOR RECEIPT OF ALL REQUIRED INFORMATION IS JULY 1, 2003.
Exceptions must be requested in writing before July 1 and will be granted only in very unusual circumstances.**