

Application for Transfer Need-Based Financial Aid, Instructions for 2012–13

Student Financial Services
Smith College
Northampton, Massachusetts 01063
T (413) 585-2530
F (413) 585-2566
sfs@smith.edu
www.smith.edu/finaid



Important: You must have a financial aid application (PROFILE or FAFSA) on file by the deadline. If you do not apply for aid prior to admission and by the published deadlines, you will not be eligible for Smith College grant aid until you complete 32 credits at Smith. Applicants who have financial need, as calculated by Smith College, and who submit the required documents on time will be eligible for Smith need-based financial aid.

- ▶ This policy does not apply to students who applied for aid but were determined to be ineligible.
- ▶ Exceptions to this policy will be considered only if you have a documented family emergency or a drastic change in family circumstances.
- ▶ Students planning to postpone their enrollment must apply for financial aid by the published deadlines at the time they initially apply for admission.

Be sure to observe filing deadlines by allowing enough time for mailing and processing of documents. Deadlines refer to receipt of the forms. If you have problems that might delay your application or questions about forms and procedures, contact us before the deadline by e-mail, phone or mail.

Complete all required forms clearly with the most accurate information available to you, even if you must estimate. If you file with estimated data, make sure that your figures are realistic and as accurate as possible. The student's name and Smith-assigned ID number should appear on all forms and correspondence.

Consult the Smith College publication *Investing in a Smith Education* for details on the determination of need and the awarding of need-based grants, loans and work-study. Smith College meets the full calculated need of eligible aid applicants whose files are complete by the appropriate deadline.

Required of All Applicants

See reverse side for deadline and document submission requirements, which vary for January and September transfer applicants.

CSS 2012–13 PROFILE Form

- a. Register for a customized PROFILE application at www.collegeboard.com or by calling the toll free registration line at 1-800-778-6888.
- b. List Smith College, CSS code 3762, during the registration process.

Free Application for Federal Student Aid, 2012–13 (FAFSA)

- a. All applicants must complete the 2012–13 FAFSA after January 1, 2012. We suggest that you file the FAFSA by January 31, 2012.
- b. List the Smith College federal code 002209 during the application process.
- c. File the 2012–13 FAFSA online at www.fafsa.ed.gov.

Federal 2011 Income Tax Returns

Transfer applicants must submit required documents to the College Board's Imaging and Documentation Service (IDOC) for processing. You will receive instructions from the College Board as to which documents

to submit once you have completed the CSS Profile. Please do not submit duplicate documents to both IDOC and Smith College, as this will delay the processing of awards.

- a. Submit signed copies of all 2011 federal income tax returns for your parents and their spouses/partners. Include all pages and schedules.
- b. Submit copies of all W-2 forms for your parents and their spouses/partners.
- c. If your parents or their spouses/partners are not required to file a 2011 federal tax return, they must submit an IRS nonfiler's statement. This form is available on our Web site at www.smith.edu/finaid.
- d. Submit a signed copy of your (student) 2011 federal income tax return including all pages and schedules.
- e. If you are not required to file a 2011 federal tax return, submit an IRS nonfiler statement to Smith. This form is available on our Web site at www.smith.edu/finaid.

Smith Aid Application for Traditional Students

This form is available on our Web site at www.smith.edu/finaid.

Required if Appropriate

CSS Noncustodial Parent Profile

- a. If your parents are divorced or separated or were never married, both must provide financial information. The parent with whom you live should complete the PROFILE and FAFSA forms. Your other parent (noncustodial) should complete the CSS Noncus-

International students have special financial aid requirements. Please visit our Web site at www.smith.edu/finaid and follow the links that pertain to your status.

todial Parent Profile and submit it to College Board along with a signed copy of his or her most recent federal tax return (including all schedules and W-2 forms), as well as the federal tax returns and W-2s of his/her spouse or partner. This form is available at <https://ncprofile.collegeboard.com>.

Business/Farm Tax Returns

If your family participates (actively or passively) in a business (sole proprietorship, partnership or corporation), a business tax return must be submitted for each business entity.

- a. If the business is a corporation or partnership, attach copies of the most recent business tax returns (IRS 1065; IRS 1120; IRS 1120S; IRS K-1).
- b. Sole proprietors and farmers must include IRS Schedules C and/or F of their most recent IRS returns.

Trust Information Form

If you or your parents are beneficiaries of a trust, you must complete a trust information form, available on our Web site at www.smith.edu/finaid.

Financial Aid Deadlines

Required Documents	September 2012 Entrance Deadline*	Send to	January 2013 Entrance Deadline*	Send to
PROFILE (Smith College CSS code 3762)	February 15	College Scholarship Service (CSS) Available online at www.collegeboard.com	November 15	College Scholarship Service (CSS) Available online at www.collegeboard.com
FAFSA: Free Application for Federal Student Aid (Smith College federal code 002209)	February 15	Address appears on printed form. Available online at www.fafsa.ed.gov	November 15	Address appears on printed form. Available online at www.fafsa.ed.gov
Smith Aid Application for Traditional Students	February 15	College Board (IDOC) (Instructions to follow from the College Board once PROFILE is submitted)	November 15	Smith College Student Financial Services
2011 parent W-2s**	February 15	College Board (IDOC) (Instructions to follow from the College Board once PROFILE is submitted)	November 15	Smith College Student Financial Services
Signed copies of complete federal tax returns for 2011, including all schedules (parents and student)**	February 15 (priority deadline)*** April 1 (final deadline)	College Board (IDOC) (Instructions to follow from the College Board once PROFILE is submitted)	November 15	Smith College Student Financial Services
Business/Farm tax returns, if appropriate	February 15	College Board (IDOC) (Instructions to follow from the College Board once PROFILE is submitted)	November 15	Smith College Student Financial Services
Noncustodial Parent Profile, tax returns and W-2s, if appropriate**	February 15	College Board (IDOC)	November 15	College Scholarship Service (CSS) Available online at https://ncprofile.collegeboard.com

* The deadlines refer to the dates by which the forms should be received. Please be sure to allow time for mailing and processing. Applicants who do not apply by the published deadlines will be ineligible to receive institutional aid until they have completed 32 credits at Smith College.

** Divorced or separated parents must also submit copies of their current spouse's or partner's tax returns and W-2s, if applicable.

*** Applicants who submit completed financial aid application materials by February 15 are guaranteed to receive their financial aid eligibility notice with their admission packets. Applicants who complete their applications after the priority deadline will receive notification as soon as possible once all financial aid requirements are complete.

- ▶ Retain a copy of all documents you submit.
- ▶ Please be sure all required signatures are on all forms, including federal tax returns.
- ▶ Please print applicant name and Smith-assigned ID number on all documents sent to Student Financial Services.
- ▶ Please detach this instruction sheet and retain for your files.
- ▶ We suggest that you file forms well in advance of published deadlines.

Student Financial Services (Financial Aid)

Web site: www.smith.edu/finaid. This site includes replies to frequently asked questions for prospective and newly enrolled students and up-to-date information about deadlines, forms and student employment. Links to other resources help you access a wide variety of information about education financing.

E-mail: sfs@smith.edu. This is a great way to contact the Student Financial Services staff—no busy signals, no voice mail, and you can write anytime.

Telephone: (413) 585-2530; toll-free (800) 221-2579
Monday, Tuesday, Thursday, Friday: 8:30 a.m. to 4 p.m.
Wednesday: 10 a.m. to 4 p.m., Eastern Standard Time

Fax: (413) 585-2566

Write: Student Financial Services
Smith College, Northampton, MA 01063