

Application for Transfer Need-Based Financial Aid, Instructions for 2018–19

Student Financial Services

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



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.
- ▶ These instructions apply to domestic students only.

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 or phone so we can work with you.

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 2018–19 PROFILE Form

- a. Complete the PROFILE application at student.collegeboard.org/css-financial-aid-profile.
- b. List Smith College, CSS code 3762.

Free Application for Federal Student Aid, 2018–19 (FAFSA)

- a. All applicants must complete the 2018–19 FAFSA.
- b. List the Smith College federal code 002209 during the application process.
- c. File the 2018–19 FAFSA online at www.fafsa.ed.gov.

Federal 2016 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 2016 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 2016 federal tax return, they must submit an IRS nonfiler's statement. This form is available on our Web site at www.smith.edu/sfs/portal.
- d. Submit a signed copy of your (student) 2016 federal income tax return including all pages and schedules.
- e. If you are not required to file a 2016 federal tax return, submit an IRS nonfiler statement to Smith. This form is available on our Web site at www.smith.edu/sfs/portal.

Smith Aid Application for Traditional Students

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

Required if Appropriate

CSS Profile for Noncustodial Parent

- 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 Profile and submit it to College Board along with a signed copy of his or her 2016 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 student.collegeboard.org/css-financial-aid-profile.

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/sfs/portal.

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

Financial Aid Deadlines

Required Documents	September 2018 Entrance Deadline*	Send to	January 2019 Entrance Deadline*	Send to
PROFILE (Smith College CSS code 3762) (Custodial and Noncustodial, if appropriate)**	February 1	College Scholarship Service (CSS) Available online at www.collegeboard.org	November 15	College Scholarship Service (CSS) Available online at www.collegeboard.org
FAFSA: Free Application for Federal Student Aid (Smith College federal code 002209)	February 1	Available online at www.fafsa.ed.gov	November 15	Available online at www.fafsa.ed.gov
Smith Aid Application for Traditional Students	February 1	College Board (IDOC) (Instructions to follow from the College Board once PROFILE is submitted)	November 15	College Board (IDOC) (Instructions to follow from the College Board once PROFILE is submitted)
2016 parent W-2s**	February 1	College Board (IDOC) (Instructions to follow from the College Board once PROFILE is submitted)	November 15	College Board (IDOC) (Instructions to follow from the College Board once PROFILE is submitted)
Signed copies of complete federal tax returns for 2016, including all schedules (parents and student)**	February 1	College Board (IDOC) (Instructions to follow from the College Board once PROFILE is submitted)	November 15	College Board (IDOC) (Instructions to follow from the College Board once PROFILE is submitted)
Business/Farm tax returns, if appropriate	February 1	College Board (IDOC) (Instructions to follow from the College Board once PROFILE is submitted)	November 15	College Board (IDOC) (Instructions to follow from the College Board once PROFILE is submitted)

* 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.

- ▶ 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/sfs/portal. This site includes 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