

Hobart and William Smith Colleges
Financial Aid Renewal Process Checklist for 2009-2010

Deadline - April 15, 2009*

***All applicable documents must be filled out, processed, returned and on file with the Office of Financial Aid Services and Student Employment (OFAS&SE) by the date above.**

- o **Free Application for Federal Student Aid (FAFSA) or the Renewal FAFSA**
 - ◆ The federal Title IV code for Hobart & William Smith is 002731.
 - ◆ If filing electronically -
 - o Go to www.pin.ed.gov to apply for your parents' and your personal PIN number. This is a permanent identifier and electronic signature. Returning students who have filed through FAFSA on the Web in previous years should have a PIN number, if not, request a duplicate pin at www.pin.ed.gov.
 - o Once you and your parents have your PIN numbers, you may file your FAFSA electronically at www.fafsa.ed.gov.
 - ◆ If filing via paper application - **Allow 3-4 weeks for processing**
 - o Send to the federal processing center in the envelope provided with the application.
- o **Returning Student Financial Aid Application** - Send directly to the OFAS&SE
 - ◆ You may print the form by visiting the financial aid section of the forms website <http://campus.hws.edu/adm/forms>.
- o **Federal 2008 income tax returns for both the student and parent(s)** - Send directly to the OFAS&SE
 - ◆ If filed -
 - o Submit page 1 and 2 of your **signed** Federal income tax return and
 - o Include Schedules A, C, and E (if applicable) and copies of all Federal W2 forms.
 - ◆ If on extension -
 - o Submit a copy of the application for extension and any W2's directly to OFAS&SE by the deadline.
 - o Send completed signed Federal tax returns when available.
- o **New York State residents only**
 - ◆ Copies of New York State 2008 income tax return for both student and parent(s).
 - o Send to the OFAS&SE.
 - ◆ New York State Express TAP Application (ETA)
 - o If you file your FAFSA on the web, upon completion you will be asked if you would also like to file your TAP Application online. Please do so to speed the entire process. **OR**
 - o A pre-printed ETA is automatically generated by completing the FAFSA or Renewal FAFSA and listing Hobart & William Smith in step 6. ETAs are mailed to the permanent address.
 - Must make any necessary corrections and provide all required signatures.
 - Send to New York State Higher Education Services Corporation (NYSHESC).
- o **Important Information**
 - ◆ All returning students with any missing documentation after the deadline will be assessed a penalty (in the form of a reduction to the HWS grant) as follows:

<u>Returning</u>	<u>Completed by</u>	<u>Penalty</u>	<u>Returning</u>	<u>Completed by</u>	<u>Penalty</u>
Fall 2009:	5/01-6/15	\$500	Spring 2010:	11/01-12/15	\$250
	6/16-8/1	\$1000		12/16-01/10	\$500
	After 8/1	\$1500		After 01/10	\$750