

Suffolk University

Instructions for the 2009-2010 Financial Aid Application

- ◆ Undergraduate Students – March 2, 2009
- ◆ Graduate Students – April 1, 2009
- ◆ Spring 2009 only applicants- November 2, 2009

Students are encouraged to apply for financial aid by the recommended deadline date for best possible consideration, but applications are accepted throughout the academic year. Financial aid is awarded on a rolling basis until all available funds have been depleted, so it is in your best interest to apply by the recommended deadline. In the past, students who applied after the deadline could only be considered for Pell Grants and loans. **Suffolk University assumes no responsibility for notifying students of their financial aid application status. It is the student's responsibility to submit all documentation on time.** If you need assistance completing forms, call the Financial Aid Office at 617-573-8470 or stop by Donahue 1st floor to schedule an appointment.

Applying for financial aid requires at least 2 steps. You must complete both forms listed below and submit any additional documents requested by the Aid Office to receive funding.

1. Complete the 2009-2010 Suffolk University Financial Aid Application at www.suffolk.edu/finaid. If you would like a paper application, please contact the Aid Office at 617-573-8470.

2. Complete the 2009-2010 Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. A paper application can be obtained by calling the Aid Office.

As you complete the financial aid process, please keep the following in mind:

- Make sure your complete name and social security number and/or ID# are included on all forms submitted.
- Receipts are available on request for all forms/documents submitted to the Aid office.
- The student's signature must be on all forms submitted to the Aid Office. **If student is a dependent, a parent must also sign each form submitted.**
- **Returning and Graduate students** do not need to submit tax information unless selected for verification by the US Department of Education or the Financial Aid Office requests it. **If a verification worksheet and/or tax information is requested, it MUST be submitted to the Aid Office within two weeks of the date requested or April 15th, whichever is later.**
- **All New/Transfer undergraduate students** must submit a **signed** copy of their **2008 federal tax return** and, if applicable, **signed copies of their parents' 2008 federal tax return.** All required tax documentation must be submitted to the Aid Office by April 15th 2009. If student did not file a 2008 federal tax return, he/she must complete a statement of non-filing status at www.suffolk.edu/finaid.
- The FAFSA must be mailed or completed on line by March 1, 2009 to allow sufficient time for processing. ***We strongly recommend filing it by February 15, 2009. DO NOT DELAY FILING THIS FORM BECAUSE YOU HAVE NOT YET COMPLETED YOUR 2008 FEDERAL TAX RETURN. ESTIMATE YOUR ADJUSTED GROSS INCOME FROM YOUR W-2 FORM(S) AND ESTIMATE YOUR TAXES PAID BY USING THE TAX TABLES INCLUDED WITH THE 1040 FORM.***
- **Pin numbers** –Your Pin number will be on a wallet-sized tear out card, and it will allow you to access all Student Financial Assistance (SFA) student web sites. The Central Processing System (CPS) will automatically send a PIN mailer instead of paper Renewal FAFSAs to eligible applicants who are graduate students or students who used the Internet to submit a FAFSA or make corrections. If you do not receive one, you can request a Pin number at www.pin.ed.gov. The Pin number can be used to access and sign your 2009-2010 Renewal FAFSA on the web. It can also be used to make corrections on the

web, obtain access to the National Student Loan Data System (NSLDS) student version and access Direct Student Loan sites for origination, servicing and consolidation.

- Approximately three weeks after you file the FAFSA, you will receive an electronic acknowledgement. If you provided your email address in question 13, you will receive information about your application within a few days. Check to make sure all the information reported on the form is accurate and Suffolk University (**federal code 002218**) is listed as a school where your information has been sent. If you do not receive anything within four weeks, please check on line at www.fafsa.ed.gov or call 1-800-433-3243. If you need to make corrections to your original FAFSA, you can do so on line at www.fafsa.ed.gov.
- Things to keep in mind while completing the 2009-2010 FAFSA:
 - If completing a paper FAFSA, use a pen with **black ink**, use capital letters, and fill in ovals completely.
 - Question # 23 asks about drug offense convictions – **Do not leave this blank!**
 - The deadline to apply for a MA State Grant is May 1, 2009.
 - Independent undergraduate students must complete questions # 18, 19 and 20 to be considered for a MA State Grant.
 - Dependent undergraduate students must complete questions # 18, 19, 20, 72, 73 and 74 to be considered for a MA State Grant.
 - **List Suffolk University on step six of the FAFSA. The Title IV Code for Suffolk University is 002218.**
 - If completing a paper FAFSA, sign your name in step seven - question # 106. If you are a dependent student, your parent must also sign question # 106.
 - **If you file the FAFSA electronically, you and at least one parent (for dependent students) must sign electronically by providing a pin #.**
- **Outside Funding** - Outside funding including private scholarships and tuition remission benefits will have an impact on your eligibility. Be sure to inform the Aid Office if you receive any outside funding. Outside funding not listed on your award letter *may* result in a reduction of your original award offer.
- **Undergraduate/Graduate Financial Aid Counselors** - Each student is assigned a Financial Aid counselor based on the first letter of the student's last name. If you need assistance during the academic year, try to schedule appointments and address all correspondence to your counselor.

Last name begins with		Assigned counselor
Undergraduate	A-B	Dianne Goguen
Undergraduate	C-D	Antonia Rizzo
Undergraduate	E-J	Barbara Wendland
Undergraduate	K-M	Glory Pegureo
Undergraduate	N-Q	Jennifer Ricciardi
Undergraduate	R-Z	Bob Rauseo
Graduate	A-I	Dianne Goguen
Graduate	J-L	Antonia Rizzo
Graduate	M-Z	Hilary Mayne

Important Addresses, Phone numbers and Web Links:

Suffolk University
Office of Financial Aid
41 Temple Street
Boston, MA 02114
Tel. 617-573-8470
Fax 617-720-3579
E-mail finaid@suffolk.edu
www.suffolk.edu

MA State Scholarship Office
Office of Student Financial Assistance
454 Broadway
Suite 200
Revere, MA 02151-3034
Tel. 617-727-9420
www.osfa.mass.edu

Federal Student Aid Programs
P.O. Box 7001
Mt Vernon, IL 62864-0071
1-800-4FED-AID/1-800-433-3243
www.studentaid.ed.gov
www.fafsa.ed.gov
www.pin.ed.gov

Direct Loan Servicing Center
US Department of Education
600 Independence Ave, SW
Washington, DC 20202
1-800-848-0979
www.ed.gov/directloan
www.loanconsolidation.ed.gov

Internal Revenue Service (IRS)
1-800-829-1040
www.irs.gov

Selective Service
1-847-688-6888
www.sss.gov

