

THE  
**MAXFINAID**  
MANUAL



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The intent of this manual is to provide a basic knowledge about the college financial aid process, with the understanding that the author is not herein engaged in rendering legal, accounting, or tax advice. If such services are required, services of a competent attorney or CPA should be obtained.

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## APPENDIX

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Let's go to school. Your first class of the day is Financial Aid 101: Understanding the Basics of Financial Aid. In a nutshell, financial aid is money that is available to assist students and their families in meeting the cost of education after high school.

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## TYPES OF FINANCIAL AID

**Grants:** This is financial aid that does not have to be paid back. In a perfect world, all financial aid would be grant money.

**Loans:** Borrowed money that must be repaid, usually at very low interest rates and/or favorable repayment terms. Loans can come from federal, state or private sources.

**Work-study:** Jobs provided by the school during the school year. The money you earn can assist in paying school costs.

You must meet certain eligibility requirements to qualify to receive financial aid

## MAX FACT

**Last year, more than \$60 billion was available for financial aid. The majority of this money came from the federal government.**

## STUDENT ELIGIBILITY REQUIREMENTS:

- Establish financial need
- Have a high school diploma or its equivalent.
- Enroll in a college or school to obtain a degree or certificate.
- Sign a statement of educational purpose.
- Make satisfactory academic progress.
- Be a United States citizen or have residency status.
- Register with the Selective Services, if required.

## IN ADDITION, YOU MUST ALSO SIGN THESE DOCUMENTS:

- Certification Statement of Refunds and Default
- Anti-Drug Abuse Certification
- Statement of Updated Information
- Statement of Registration Status

## HOW TO APPLY FOR FINANCIAL AID

Financial aid is generally awarded based on the first eligibility requirement—financial need. In order to establish this need, you have to disclose information related to student and family income and assets. This information is then plugged into a formula that calculates an Expected Family Contribution (EFC). The EFC is the amount of money you and your parent(s) will be expected to pay toward the cost of college. It is also used to gauge your financial need.

There are two main forms that are used to apply for financial aid—the Free Application for Federal Student Aid (FAFSA) and the College Scholarship Services (CSS) Profile form.

Before awarding you any money, all colleges require you to submit the FAFSA. It's processed by the federal government and can be forwarded to the financial aid offices of up to eight colleges.

Good news! Submitting the FAFSA is free. There are currently three ways you can do this:

**Electronic FAFSA:** This is the most common method (and probably the easiest). You can fill out your FAFSA online by visiting the website at [fafsa.ed.gov](http://fafsa.ed.gov). Completing the application electronically has several advantages—namely that the website can fill in some of your information automatically if you or your parents recently filed taxes online, and that you can save your application online and edit it from any web-enabled device.

**PDF FAFSA:** You can also download a PDF version of the FAFSA to fill out. The file must ultimately be printed and mailed to the Department of Education, as per the instructions at the top of the page.

**Paper FAFSA:** You can request a paper FAFSA by calling the Department of Education at 1-800-4-FED-AID (1-800-433-3243). There is also a TTY line for the hearing impaired at 1-800-730-8913.

When you fill out an online FAFSA you will get a personal identification number (PIN) with which to access your online form through the Department of Education. When the time comes to re-apply next year, you will be able to access your information with that PIN and make adjustments as needed.

If you complete the PDF or paper FAFSA, you will automatically receive a renewal FAFSA.

each year in the mail directly from the government. It's a preprinted form and includes similar information to what was submitted in the previous year. You can usually expect this renewal form around the end of the year.

Colleges that award large sums of institutional or private aid may also request a CSS Profile form in addition to the FAFSA and their own school-specific form. Unlike the FAFSA, however, the CSS Profile application is not free.

For the 2012-2013 school year, there is a \$25 initial fee, which sends the report to one school of your choosing. There's also a \$16 fee for each additional school you wish to receive the report. Fee waivers are provided to some students based on need; exactly who qualifies is determined automatically by the College Board according to the information provided on the form.

**You will need to check with the schools to which you are applying to determine if they require the CSS Profile application and/or any other private institutional financial aid forms. You can register online at [collegeboard.org](http://collegeboard.org).**

## INFORMATION REQUIRED TO COMPLETE THE FINANCIAL AID FORMS

Both forms ask for financial information related to the previous year's income and assets. If you (and/or your parents) have not yet filed your taxes or received the necessary W-2 forms, you may submit estimated financial data. The following documents provide information you will need to complete your financial aid applications:

- Your last pay stub of the current year, which shows year-to-date (YTD) earnings • A copy of your previous year's federal income tax return
- All 1099 statements, showing interest earned
- Records of any other taxable income
- Records of untaxed income
- Estimated income from business, rents, or royalties and related financial statements
- Records of medical or dental expenses not covered by insurance
- Asset information, including checking and savings accounts, real estate, stocks, bonds and other securities.

The next step in the FAFSA process is to send all of this information off to the Central Processing System (CPS). The CPS is a private company employed by the U.S. Department

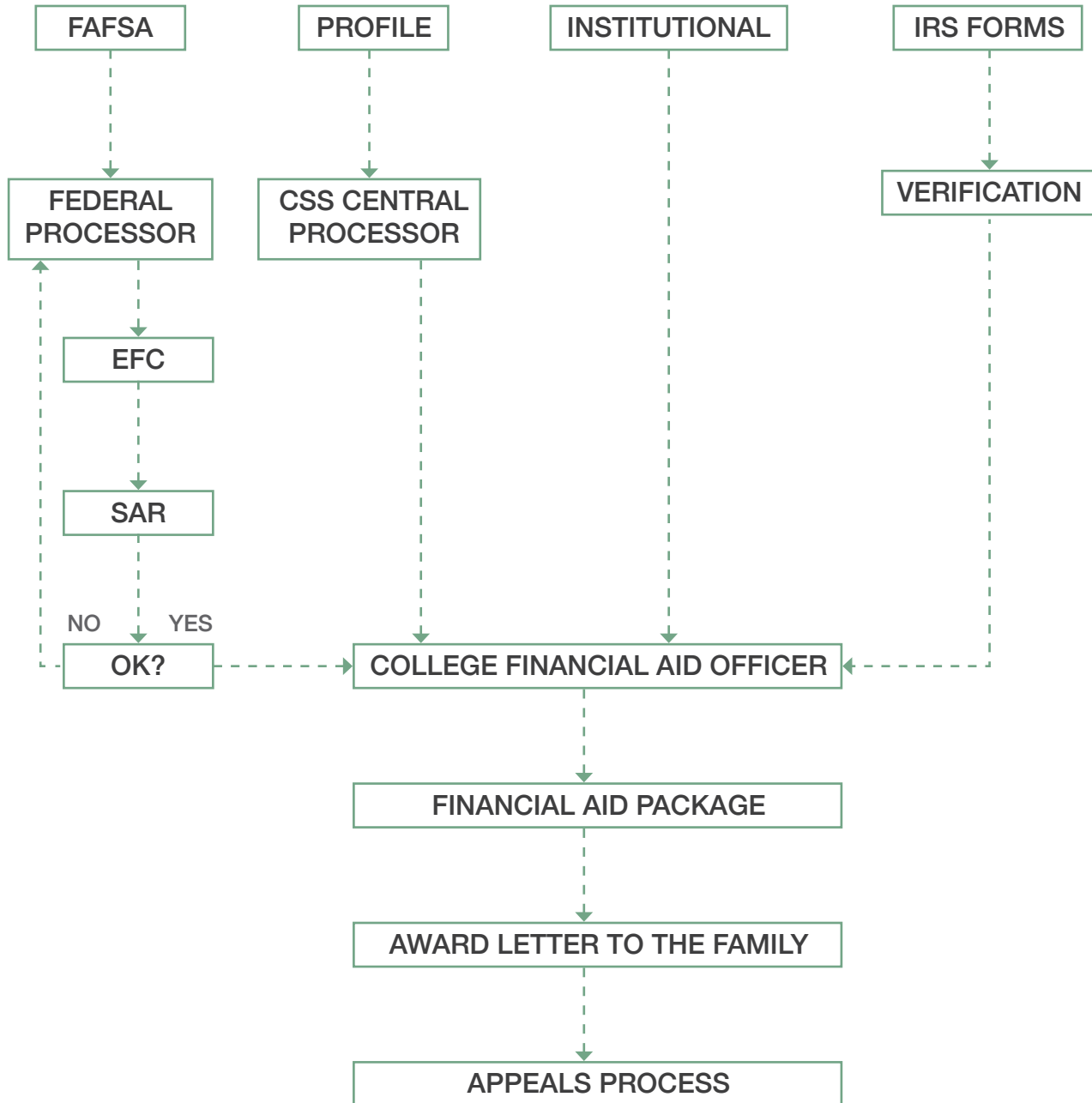
of Education to process the information in your application. In addition to checking the mathematical accuracy of the data you submit, the CPS may verify your information with other government agencies such as the Social Security Administration, Selective Service and the Immigration and Naturalization Service.

After evaluating your FAFSA application, the CPS sends you what's called a Student Aid Report (SAR). The SAR is mailed to you and the colleges you indicated, usually four to five weeks after you filed your FAFSA. It's important that you check this report carefully for accuracy.

Part I of the SAR lists the information you put on the FAFSA and contains a letter that explains what you must do to receive financial aid. Part II allows you to correct errors or submit updated information. If you originally provided estimated income data on your FAFSA application, you must update that information on Part II when you have completed your federal tax returns.

The primary purpose of the SAR is to provide schools with the federal government's determination of your financial need-your Expected Family Contribution (EFC). This five-digit number appears in the upper right hand corner on page one. By putting a dollar sign in front of this number, you will discover the amount that the Federal government expects you to pay toward the cost of your child's education. For example, "EFC: 04750" means that your Expected Family Contribution is \$4,750. The lower this number, the more likely you will qualify for financial aid.

FINANCIAL FLOW CHART



## STEPS TO APPLYING FOR FINANCIAL AID

### STEP 1

Apply (and be accepted to) a college. You can't receive financial aid if you aren't accepted.

### STEP 2

File the appropriate financial aid application(s). The FAFSA can only be submitted after January 1. The filing deadline is June 30 of the following year. Be alert: many colleges have their own deadlines for filing the FAFSA, which can be much earlier than June 30. Make sure you comply with these deadlines—financial aid is awarded on a “first come, first served” basis.

### STEP 3

Complete the CSS Profile form, if it is required. This may be filed in September, which allows schools to develop a “tentative” financial aid award. Complete the Business/Farm supplement and/or Divorced/Separated Parents' Statement if you are required to do so.

Estimates on income and interest earned for the base year (12 months prior, ending December 31, before the year you are seeking aid) are acceptable and can be updated when you receive the acknowledgements from the federal processor. Remember, financial aid is given on a “first come, first served” basis. Apply as soon as possible after January 1.

### STEP 4

Carefully review the Student Aid report (SAR), which is usually sent to you four to six weeks after you file the paper FAFSA (1-2 weeks if you filed electronically). This form will provide you with your EFC—the most important number when dealing with financial aid—which is located on the upper right corner. Correct errors (if any) and make updates (if any) and return the form within 10 days.

### STEP 5

If you are selected for SAR verification, there will be an asterisk by the EFC amount on the SAR (for example, \*04750). This is nothing to worry about. Roughly 30% of SARs filed are selected at random for verification. What's required of you can vary, but it can range from merely providing a tax return to sending in detailed family financial information (usually only required by private colleges). Again, this is no big deal—the verification process is just to ensure that your actual information matches the information you entered.

### STEP 6

Receive and review the colleges' award letters. They will state the amount and type(s) of financial aid the institution is offering you. Don't let colleges pressure you into accepting an award until you have time to compare all of your aid award letters. Most colleges will allow the student until May 1st to respond to the award letter. However, if you are not granted an extension and are forced to accept the award, just accept it. This will lock in the amount awarded without committing you to attend that college.



## HOW YOUR CONTRIBUTION IS DETERMINED

As you now know, your family's financial situation is analyzed by the CPS according to a government-prescribed formula when you apply for aid. This formula determines your financial situation and computes your EFC. But how is this figure used to calculate the amount you will get? Simply stated, if the EFC is less than the school's total cost of attendance, you have established need. You need more money to assist in paying for your education. This financial need will increase or decrease with the total cost of attendance at the different schools you've applied to.

$$\begin{aligned} & \text{TOTAL COST OF COLLEGE} \\ & - \text{EXPECTED FAMILY CONTRIBUTION} \\ & = \boxed{\text{FINANCIAL NEED}} \end{aligned}$$

Total cost of attendance is used to determine your financial need. This is determined by the school and includes: Tuition + Books and Supplies + Housing Costs + Meals + Personal Expenses + Transportation/Travel Expenses + Miscellaneous Expenses. It is this "budget" that is used when qualifying your child for financial aid. By law, schools must publish this information and make it readily available. The easiest way to get this information is to call the school and ask for it.

The EFC is a "fixed" number and does not change from school to school. It remains the same whether the school you are applying for is in your state or out-of-state, a public university or a private one. Obviously, the cost of a public school can vary considerably from that of a private college. No matter what the cost, however, your EFC will stay the same. To clarify this point, let's look at the following example.

COLLEGE	TOTAL COST OF ATTENDANCE	EFC	FINANCIAL NEED
COLLEGE A	\$20,000	\$7,000	\$13,000
COLLEGE B	\$14,000	\$7,000	\$7,000
COLLEGE C	\$7,000	\$7,000	\$0

The chart above shows that as the cost of attendance drops, the EFC remains constant, which reduces your ability to qualify for financial need. Unfortunately, demonstrating a financial need is no guarantee that you will receive aid. Not all schools meet 100% of the demonstrated need.

The whole object of "need analysis" is to determine, impartially and fairly, the issue of who pays for education. There are three basic principles that underlie this concept:

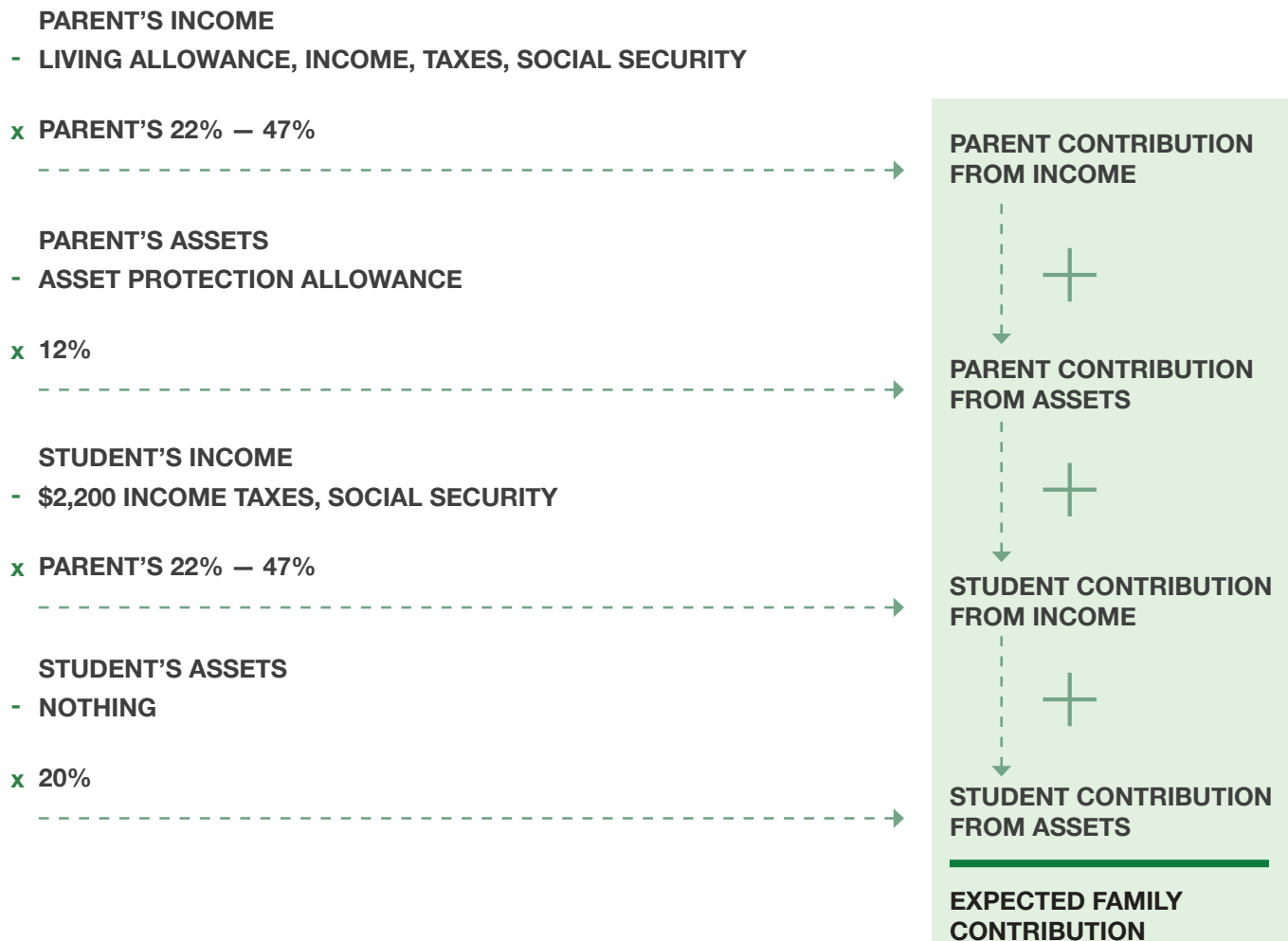
- 1. Parents are considered to hold the primary responsibility for educating their children.**
- 2. Students should shoulder some of the responsibility and assist in paying for their education.**
- 3. The need analysis must treat families in an equal and consistent fashion.**

## FEDERAL METHODOLOGY

There are two standard methodologies for determining how much a family contributes to educational expenses. They are the Federal and Institutional Methodologies. High-cost colleges that have large sums of their own private financial aid money and want to award it to those students who possess the greatest need primarily use the Institutional Methodology.

This formula is used by federal and state governments and by the majority of colleges to determine need. It assesses both the parents' and the student's income and assets to calculate the family's expected contribution. This EFC is then used to determine a student's eligibility for aid. The Federal Methodology bases its calculations on information you supply on the FAFSA and does not take into consideration your home or family farm as an asset. The following chart shows an approximate assessment of income and assets using this methodology.

### UNDERSTANDING THE EFC FORMULA



## GOLDEN RULES

**Before you continue, it's very important for you to grasp the five "golden rules" to maximizing your college financial aid awards. Without a thorough understanding of these aspects of the process, you can have little to no effect on your aid package—or worse yet, accidentally decrease how much money you're offered!**

### RULE 1

You must thoroughly understand the college financial aid process. Once you know how it works, you can learn how to make it work in your favor.

### RULE 2

You need to know how to favorably package yourself and your family's financial situation for schools that you want to attend. This you'll learn in the following chapters.

### RULE 3

You must become an "educated consumer" so the process doesn't intimidate you. Unless you shop around and learn something about how each school handles their financial aid process, you'll never be able to separate the good offers from the bad.

### RULE 4

You need to possess negotiation skills to assist you in enhancing your initial financial aid position. Developing the ability to lobby your interests is crucial for getting the most aid possible. And most financial aid officers will be willing to listen—provided you can make your case.

### RULE 5

You need to understand that your future rests solidly on the education you get. At times it may seem difficult or even impossible, but it will pay off if you persevere. A quality education opens so many doors that would otherwise be shut, locked, and bolted. Tightly.

Parents, you must accept that the single most important investment you can make in your child's future is to provide him or her with an opportunity to obtain a college education. And if you play your cards right, it doesn't have to bankrupt you or your child.

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This chapter will familiarize you with the various grant, loan, and private institution sources that are available to those students who have demonstrated financial need.

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## FEDERAL GRANT PROGRAMS

### FEDERAL PELL GRANTS

Pell Grants are part of the largest federal government gift program. These grants are the foundation of any need-based financial aid package. You become eligible for a Pell Grant if your EFC is \$4995 or less. These grants come directly from the federal government and are only available to undergraduate students. If you are eligible to receive a Pell Grant, it will be indicated on your SAR along with your EFC. The amount awarded is determined by a combination of factors— student’s financial need, cost of attendance of the school, and your anticipated student enrollment status for the school year (e.g. full-time or part-time student). For the school year 2012-2013, the maximum Pell Grant is \$5,550 and the minimum is \$555.

### MAX FACT

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**The federal government provides over 74% of all financial aid funding.**

## CAMPUS BASED PROGRAMS

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

FSEOG is another large federal aid program for undergraduate students who have demonstrated an exceptional need. Priority for these grants is given to Pell Grant recipients. FSEOG money is awarded directly by the school’s financial aid office out of an annual lump sum received from the federal government. The minimum FSEOG award is \$100, the maximum is \$4,000. The amount awarded to an individual student, however, depends on how much of that sum the school still has to give away at the time of application. Remember, financial aid is given out on a “first come, first served” basis.

### FEDERAL WORK STUDY PROGRAMS (FWS)

The Federal Work Study program is available to both undergraduate and graduate students and provides employment opportunities to assist in meeting educational expenses. Eligibility is based on the student’s established need: the higher your demonstrated need, the more likely you are to be offered a work-study job. The federal government pays 75% of the wages earned by the student; and the school or other employer pays the balance. First year students typically work ten to fifteen hours per week until they earn amount of their work-study award. Work-study wages are much more valuable than earnings from other jobs because when the time comes to calculate your (the student’s) expected contribution, work-study earnings are not counted in the formula.

## FEDERAL PERKINS LOAN

These Federal loans have a low (5%) interest rate and are administered directly by the school—essentially, the school acts as a lender for federal funds. They are an excellent source of low interest loans and are available to both undergraduate and graduate students who have demonstrated an exceptional need. Undergraduate students may borrow \$4,000 per year for each year of study, and up to \$20,000 total. While the student is in school on at least a part-time basis, the federal government pays the interest on the loan. Repayment on the Perkins Loan is not required until nine months after the student graduates or leaves school. The student can take up to 10 years to pay off the principal and interest.

Federal Stafford Loans are the largest source of low interest loans administered by the Department of Education. They come in two forms: subsidized and unsubsidized.

## FEDERAL STAFFORD LOAN PROGRAMS

### SUBSIDIZED STAFFORD LOANS

For **subsidized** Stafford loans, the federal government pays the interest and a “special allowance” to private lenders to encourage them to service the loan while the student is in school. Students may borrow:

- **\$3,500/Freshman year**
- **\$4,500/Sophomore year**
- **\$5,500/Junior & Senior year**

The total debt accrued from subsidized Stafford loans is limited to \$23,000 over the course of your college career. You may borrow additional money in unsubsidized loans.

Interest rates for the Subsidized Stafford Loans are currently fixed at 3.4% and will increase to 6.8% for the 2012-13 school year. To be eligible for this program you must meet the following conditions:

- **Demonstrate financial need**
- **Be enrolled or accepted for enrollment on at least a part-time basis (usually 6 credit hours/semester)**

### UNSUBSIDIZED STAFFORD LOANS

**Unsubsidized** Stafford Loans are available to students who do not qualify for the subsidized Stafford Loans. The available funds, interest rates and terms are similar to the subsidized loan; however, the government does not assist in paying the interest. Repayment typically begins as soon as the money is distributed. If the student defers payment until after graduation, he/she is responsible for all of the accrued interest charges.

Students who qualify for subsidized Stafford loans are eligible for unsubsidized loans as well.

# FEDERAL, STATE, AND PRIVATE FUNDING SOURCES

Most colleges include the Stafford Loan in the financial aid award letter they send to the student. This letter indicates how much money is available for you to borrow under the program. Because the loans are made by banks, credit unions, or savings and loan associations and don't come directly from the federal government, banks are allowed to charge an origination fee of up to 3% of the principal amount of the loan. In addition, the borrower must pay an insurance premium, not to exceed 1%, on the principal amount of the loan. These fees are directly deducted from the net proceeds of the loan. An example of a typical monthly payment schedule is below:

<b>AMOUNT BORROWED</b>	\$2,625	\$6,125	\$11,625	\$17,125
<b>NUMBER OF PAYMENTS</b>	66	120	120	120
<b>ESTIMATED MONTHLY PAYMENTS</b>	\$50	\$75	\$143	\$210
<b>RECOMMENDED ANNUAL SALARY</b>	\$7,500	\$11,250	\$21,450	\$31,500

Students can qualify for a deferment under certain circumstances which include: economic hardship, inability to find full time employment, graduate study in an approved program, and continued study on at least a half-time basis (usually 6 credit hours per semester) at a post secondary school. During the deferment period, the government continues to pay the interest on the subsidized Stafford Loans, but not on the unsubsidized Stafford Loans. If students do not qualify for deferment but are temporarily unable to make payment due to hardship, they may qualify for forbearance. However, the interest continues to be added during this forbearance, even if the loan is subsidized.

## FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (FPLUS)

Created for parents to assist in paying the cost of post secondary education, the PLUS loan is designed to make up any financial "gap" that may occur when a school is unable to entirely meet the family's financial need. These loans are made in the parents' name. They may borrow any sum between the cost of attendance (COA) and the financial aid they received. Example:

<b>TOTAL COST OF COLLEGE</b>	<b>\$35,000</b>
<b>- FINANCIAL AID PACKAGE</b>	<b>\$19,000</b>
<b>= PLUS LOAN ELIGIBILITY</b>	<b>\$16,000</b>

The Federal PLUS Loan currently has a fixed rate of 7.8%, with a 4% origination fee. You might qualify for certain exceptions on rates if you or your parent(s) are children of military members. For more detailed information, visit [studentaid.ed.gov](http://studentaid.ed.gov). These loans are available at banks, credit unions, and savings and loan associations, and are not available directly from the federal government.

## INSTITUTIONAL AND PRIVATE SOURCES OF FINANCIAL AID

Most of the money for students who have demonstrated financial need comes from the federal government. However, many schools also have their own sources of aid for students. This aid is more common at higher priced colleges, which often have specific recruitment goals or policies to establish a diversified community or to meet a particular department's need for qualified students. Basically, these funding sources allow colleges to lower tuition for certain targeted groups of applicants in an attempt to persuade them to select their school. This can be thought of as “buying freshman”—a college gives its best financial aid package to students it is attempting to attract.

These discretionary funds usually come in the form of tuition discounts and waivers. Institutional aid is “free” money that a college awards from its own resources and according to its own rules, priorities, and criteria. This money may be awarded strictly on basis of need or merit, or on a combination of the two. Colleges with the highest tuition usually have the most institutional aid and typically exercise great flexibility in dispersing the funds.

## PRIVATE SCHOLARSHIPS

This money comes from organizations or special groups that offer grants with very specific eligibility requirements. Organizations that award “outside” scholarships usually base their selection on merit or association rather than need. In many cases the student or family already has a prior connection to the funding organization. Private scholarship money represents the smallest pool of financial aid available for students.

What's more, money from these sources can decrease the amount of financial aid awarded by the college. Think of it as decreasing your need—if you can pay \$8,000 out of \$20,000, you would have a demonstrated need of \$12,000. Private scholarships are added on to the amount you are able to pay ( $\$8,000 + \$1,000 = \$9,000$ ), thereby decreasing the amount you still need from the government or the school ( $\$20,000 - \$9,000 = \$11,000$ ).

## STATE AID

Most state awards are given only to needy students who are attending an in-state college. In addition to various loan programs, some states award scholarships and grants according to specific eligibility. This assistance may be based on merit or need. Many provide merit awards to keep academically talented students from leaving the state.

The major benefit that states provide is subsidized tuition for residents of their own state colleges and universities. Non-resident tuition is often substantially higher than tuition for residents. However, regional agreements between states may allow students to pay adjusted tuition at an out-of-state school that has a program which is not available at home.

Each state has its own procedures for administering its financial aid programs. Qualifying for state aid may require filling out the FAFSA form, the college's/university's own form, and/or a special state form. Most of state agencies contract with the Central Processing System (CPS) to receive the data from the FAFSA form. This information is used to award state financial aid.

### MAX FACT

**The financial aid award letter provides a detailed description of how your need was met in each category of aid, and lists those awards along with the student's expected family contribution (EFC).**

## FEDERAL, STATE, AND PRIVATE FUNDING SOURCES

By now you should have a good understanding of the two types of aid: Gift Aid, which is free and requires no repayment, and Self-Help Aid, which includes loans and work-study programs. All financial aid comes from a combination of federal, state and private sources and is included in the financial aid letter the student receives from the school.

The first funding comes from Pell Grants and is followed by any state assistance program for which the student may qualify. Next, the financial aid administrator draws funding from: Federal Supplement Educational Opportunity Grants (FSEOG), Perkins Loans, Federal Stafford Loans, and Federal Work Study (FWS). Finally, if there is any additional need to be met, the college will attempt to meet it with their own resources (tuition discounts and waivers). An optional FPLUS (Federal Parents' Loan for Undergraduate Students) may also be listed, so the college can show that it meets 100% of a need.

You may accept, deny, or negotiate any of the award packages you receive.



**UNIVERSITY OF MAXFINAID**

**FINANCIAL AID AWARD LETTER**

Janet R. Student  
 100 FinAid Street  
 Maxfinancial, PA 17100

Date: April 1, 2012  
 ID# 001-001-001

**EXPENSES**

TUITION & FEES . . . . .	\$21,200
ROOM & BOARD . . . . .	\$5,200
BOOKS & SUPPLIES . . . . .	\$1,600
TRAVEL . . . . .	\$1,400
OTHER . . . . .	\$1,200
<b>TOTAL EXPENSES . . . . .</b>	<b>\$30,600</b>

**EXPECTED FAMILY CONTRIBUTION**

PARENT'S CONTRIBUTION . . . . .	\$2,700
STUDENT CONTRIBUTION . . . . .	\$1,120
<b>FAMILY CONTRIBUTION . . . . .</b>	<b>\$3,820</b>

The University of Maxfinancial is pleased to offer you the following financial assistance for the 2012/2013 academic year.

<b>AWARDS &amp; RESOURCES</b>		<b>TOTAL</b>	<b>FALL</b>	<b>SPRING</b>
	FEDERAL PELL GRANT	\$900	\$450	\$450
<b>FREE MONEY</b> - - - - ->	FEDERAL SEOG	\$2,500	\$1,250	\$1,250
	DEAN'S SCHOLARSHIP	\$2,000	\$1,000	\$1,000
	U OF MAXFINAID GRANT	\$12,355	\$6,177	\$6,178
<b>CAMPUS WORK</b> - - - - ->	FEDERAL WORK STUDY	\$2,200	\$1,100	\$1,100
	FEDERAL STAFFORD LOAN	\$3,625	\$1,813	\$1,812
<b>LOANS</b> - - - - ->	FEDERAL PERKINS LOAN	\$2,500	\$1,250	\$1,250
	PLUS LOAN (OPTIONAL) <sup>1</sup>	\$3,820	\$1,910	\$1,910
	<b>TOTAL AWARDS</b>	<b>\$30,600</b>	<b>\$15,300</b>	<b>\$15,300</b>

<sup>1</sup> A PLUS Loan (Parent's Loan for Undergraduate Students) is not need-based financial aid and can be received by any parent up to the Total cost of College, minus any other aid received.

**University of Maxfinancial Award Letter Analysis**

**NEED ANALYSIS**

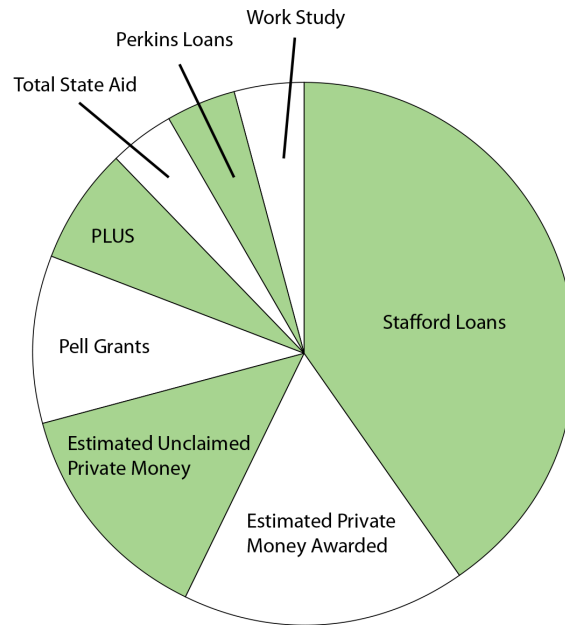
TOTAL COST . . . . .	\$30,600
EFC . . . . .	\$3,820
NEED . . . . .	\$26,780
NEED-BASED AID . . . . .	\$26,780
% NEED MET . . . . .	100%
% GIFT-AID . . . . .	67%
% SELF-HELP . . . . .	33%
<b>TRUE COST . . . . .</b>	<b>\$8,837</b>

**STUDENT AWARD**

GIFTS . . . . .	\$18,455
NEED-BASED LOANS . . . . .	\$9,945
WORK/STUDY . . . . .	\$2,200
TOTAL NEED BASED	
FINANCIAL AWARD . . . . .	\$26,780
PLUS LOAN . . . . .	\$3,820
<b>TOTAL AWARD . . . . .</b>	<b>\$30,600</b>

## FINANCIAL AID IN REVIEW

We understand how complicated the financial aid process can seem. Sometimes it feels like there are stacks and stacks of documents to be obtained, forms to be filed, personal questions to be answered, and financial issues to be settled. It can take a long time to digest all the information out there about financial aid, especially for those who are applying for the first time. If we could only offer one piece of advice, it would be to leave no stone unturned in the search for college funding. And the biggest stone of them all (and sometimes the toughest to move) is the U.S. government, which dispenses more money to students for school than any other organization or agency.



## UNDERGRADUATE & GRADUATE STUDENT SUMMARY FOR SUCCESS

Here are a few tips to help you make the most of your financial aid options:

- **Maintain satisfactory academic progress with your studies.**
- **Stay current on new financial aid rules and regulations.**
- **Determine how much aid you are eligible for from loans, grants and scholarships.**
- **Apply for state-funded undergraduate and graduate scholarships.**
- **Plan ahead for loan repayments after college graduation. If you have or will be getting several different loans while in college, think about consolidating these loans into one.**
- **Find out about deferment, forbearance and cancellation.**
- **Consider paying back a portion of your loans through new community service programs.**

## A FINAL WORD ON DEADLINES

Even if the colleges where you want to apply (or have applied) have not posted specific deadlines for returning all of their required aid forms, contact their financial aid offices for advice on the best time to submit aid applications for maximum consideration. Don't count yourself out by missing deadlines or applying after the bulk of the money has already been promised away.

It's practically guaranteed that those who apply for federal aid in April will not receive any aid for fall enrollment regardless of their need, because all of the money has already been distributed. Deadlines for private scholarships, however, vary. A student could (and should) apply for this type of funding year round.

## FINANCIAL AID PROCESS REVIEW:

### 15 SIMPLE STEPS TO FINANCIAL AID

1. After choosing an accredited college or university, contact the school's financial aid office for:
  - Total college costs
  - Financial aid information
  - Financial aid procedures, applications and deadlines
2. Make a photocopy of the form(s) as a practice copy. Correctly answer all the required questions and make copies of all completed forms.
3. Send the forms in as far ahead of the deadline as you can and be sure to always use the forms that correspond to the academic year in which you want to receive the aid.
4. Receive the Student Aid Report (SAR), review the form, and make any corrections.
5. Send the SAR to the financial aid office at your school, if it is required. Keep a copy for your own records.
6. Review the award letter telling you what aid you are eligible to receive. This letter typically comes out several weeks after filing all of your original financial aid forms.
7. Accept all or part of the aid package, then sign and return the award letter to the financial aid office.
8. Should you need to apply for a loan, start by investigating the most popular programs
  - Stafford
  - Perkins
  - PLUS (available to parents of students, regardless of need)
9. Choose a private lender or persuade a federal direct student loan (one that comes directly from the federal government).
10. Get a loan application from the financial aid office, fill it out, and send it to your lender.
11. Receive loan approval, usually about six to eight weeks after applying.
12. Maintain good grades and aid eligibility.
13. Complete a financial aid application for every year that you need aid.
14. Follow the steps listed above for each year that you need aid.
15. Keep track of your loans.

## COMPARISON OF AWARD PACKAGES

Offers of aid can vary greatly from school to school. When you are comparing offers, consider both the amount of your family contribution and the amount offered in “self-help” aid (work programs and loans). Don’t forget about unmet need—it may mean that you or your child will have to borrow additional money, either from the subsidized or unsubsidized Federal Stafford Loan Program, Direct Subsidized and Unsubsidized Loan programs, or the Federal PLUS or Direct PLUS Loan programs.

To know if a similar package will be offered in future years, you need to know about the school’s packaging philosophy. Will the percentage of costs covered by loans, for example, remain constant from year to year? Will your child need to meet more of your budget through work as he/she progresses? If an institutional grant is offered, is it restricted to the first year or can it be renewed? If the school’s literature doesn’t give this information, call or visit your financial aid administrator.

As discussed earlier, there are two main forms that you must complete in order to be considered for financial aid. They are the Free Application For Federal Student Aid (FAFSA) and the CSS Profile application. You may also be required to complete a supplemental institutional form required primarily by private colleges and universities. The institutional form may ask for additional information not listed on the FAFSA and CSS Profile applications. In addition, if your parents are divorced, the family may be required to complete a disclosure form for the noncustodial parent. To complicate matters even further, these forms must be completed each year you are seeking financial aid.

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## THE FOUR BASIC ELEMENTS OF ANY FINANCIAL AID FORM

**Income:** this figure is based on “taxable” and “non-taxable” income and benefits and current year contributions to pension or retirement programs as of December 31 of the year prior to seeking financial aid (base year).

**Assets:** This amount is based on assets, less any related debts, liens, or encumbrances at the time of filing, and does not include student financial aid, personal assets such as cars, boats, jewelry, etc. In addition, the value of any pension plan, retirement plan, and any business goodwill is not counted as an asset.

**Expenses:** considered to be U.S. income taxes paid, state and other tax allowances, and social security (FICA) taxes paid.

**General:** This is any information that the federal and/or state governments (in addition to any college or university) may need to adequately evaluate your eligibility for financial aid.

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## FAFSA FORMS

Every family member applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA). This multi-page application was created by the U.S. Department of Education and comes complete with several pages of instructions, which are nearly as complicated as the Federal Tax form your parents (and maybe even you) receive in the mail every year. Fortunately, there is an online version of this form you can complete online. The online FAFSA has built-in help features to guide you through the process. It will also help you check entries for incomplete and incorrect information, and notify you of any discrepancies, helping avoid any needless rejections.

However you complete the FAFSA – online, on your home computer to print out, or on paper, it is important that you take your time and answer all the questions accurately on the form. If you fill out a paper FAFSA, use a dark ink pen or a #2 pencil on the paper form, completely filling in all applicable ovals. PRINT NEATLY – if the document processors are unable to read your writing, the wrong information may be entered into the computer, ultimately delaying and/or rejecting your application.

## IMPORTANT THINGS TO REMEMBER WHEN COMPLETING THE FAFSA

Take your time and completely fill out all the information requested.

“You” always refers to “you, the student.” List your name (as indicated on your social security card), your primary residence, and your date of birth (e.g. 02/06/94 if born on February 6, 1994).

You must be a United States citizen to qualify for federal aid.

If you answer yes to any of the questions listed in Step Two: Questions 53-58, you will be considered to be an “Independent Student” and will not be required to enter any of the parental information requested on the form.

Regardless of your filing status (dependent or independent student), you will be required to answer questions concerning your income and taxes for the base year (the calendar year prior to applying for financial aid). Remember, you must complete and submit the FAFSA form as soon as possible after January 1.

You will also be required to answer questions relating to assets. There are a few exemptions: home equity is not counted as an asset, money set aside in a retirement fund (IRAs, Pensions, etc...) is not counted as an asset; however any contributions that are made during the base year must be reported as income. Questions 63 and 67 ask for the dates of birth of your parents. This information is requested to determine the family’s Assets Protection Allowance, which shelters parental assets when calculating the EFC number (Expected Family Contribution). The older the parent, the more assets can be protected because Congress has determined that the closer a parent is to retirement, the sooner they will need the money.

### MAX FACT

**Timing is crucial to receiving financial aid. Remember, financial aid is given out of a “first come, first served” basis.**

By completing Step Five, you are telling the computer where you want to send the information you provided on the application. You may enter up to six (6) schools at no charge. If you would like to request additional schools, you must wait until you receive your Student Aid Report. In addition to allowing you to correct the information/estimates that you submitted, the SAR also allows you to add additional colleges for a minimal charge.

Read, Sign, and Date. The most common mistake when filling out the FAFSA form is forgetting to SIGN the form. SIGN THIS PAGE! If you forget, instead of receiving a SAR with your EFC listed on the top right section of the page, you will get a form requesting additional information with a 00000 EFC. This simple mistake can set you back 4-6 weeks!

## MAJOR DIFFERENCES BETWEEN THE FAFSA AND THE CSS PROFILE

The CSS Profile application asks for significantly more asset and income information than the FAFSA; which may ultimately result in a higher EFC number.

The CSS Profile counts the family home as an asset.

There is a minimum student contribution calculated based on the student’s income no income protection allowance.

The CSS Profile only considers the number of children attending college and does not count parents attending on a part-time basis (usually 6 credit hours) as additional household members attending college.

The CSS Profile puts a great deal of emphasis on “professional judgment” and considers special circumstances such as high out-of-pocket medical bills, private secondary educational costs, and the total number of siblings assets.

## COMPLETING THE CSS PROFILE APPLICATION

To register for the CSS PROFILE visit [profileonline.collegeboard.com](http://profileonline.collegeboard.com).

The online application includes basic financial information required by each of the colleges requesting this form and a special “Section Q” that lists specific institutional information by one or more of the colleges to which you will be submitting this data.

You may be required to complete additional supplemental information such as Graduate/Professional Student Information Supplement, Noncustodial Parent’s Statement and a Business/Farm Supplement. If any of these additional forms are required, when completed they must be mailed directly to the financial aid offices of the schools requesting this information.

You can register for the CSS Profile anytime after September 15th of the base year you are seeking financial aid.

Once you’ve completed the Profile, CSS will send you an acknowledgement indicating that they received your information and that it has been sent to the schools that you listed. You can also receive a Data Confirmation Report, showing all of the information you include in the Profile.

Many colleges still require their own financial aid forms. This form will be included in the application packet. Many of these financial aid applications ask the same basic information, so be sure to answer all questions fully, accurately and consistently.

## THE STUDENT AID REPORT

Finally, the moment you’ve all been waiting for...the Student Aid Report! This multi-page form will be sent to you from the federal processor approximately 4-6 weeks after submitting the FAFSA. If you provided an email address when you filled out your FAFSA, you will receive your SAR via email – it may be a good idea to add [FederalStudentAidFAFSA@cpsemail.ed.gov](mailto:FederalStudentAidFAFSA@cpsemail.ed.gov) to your address book (to help ensure delivery) and to check spam folders and filters to make sure you haven’t missed your email. If you did not provide an email address on your FAFSA, you will receive your SAR by mail.

Check to see if all the information on this form agrees with the information you sent. If you filed your FAFSA online, you can log in using your PIN and selecting “Make Corrections to a Processed FAFSA.” If you have a paper SAR and need to revise any information, send it back to the processor by certified mail (return receipt requested). All revisions can be made in the Part 2 “Correct answer should be” column. Before mailing the revised SAR, make a photocopy for your records.

You can make very minimal changes to your information (contact information, the schools you want your report going to, and some legal information) by phone. You can call the Federal Student Aid Information center to make these changes at 1-800-4-FED-AID (1-800-433-3243). If you call, you will need your Data Release Number (DRN), which can be found on your SAR and on your online FAFSA confirmation page.

If you haven't received a SAR within four weeks of filing, call the Federal Student Aid Information Center at the number listed above to determine the status of your application.

## THE STUDENT AID REPORT (SAR) WILL SHOW:

1. **Your Pell Grant eligibility.**
2. **Your Expected Family Contribution (EFC), listed below the date on Part One of the SAR.**
3. **A Part II Section that allows you to revise any of the data you initially submitted.**
4. **The status of your PIN if you applied for one while filling out the online FAFSA.**

Now comes the fun part—negotiation. This is probably one of the most important parts of maximizing your college financial aid awards...and probably the most overlooked.



By now, you should have a pretty good understanding of how the financial aid process works. In this chapter, we will look at specific strategies which, when employed in a timely manner, will help you to significantly increase your financial aid eligibility. Also: this is definitely a chapter to share with Mom and Dad.

Although there are many sources of financial aid, it is generally considered the parents' primary responsibility to pay for their children's educational expenses.

Most families require some type of financial assistance to help pay for their children's educational expenses. In fact, there are many variables that must be taken into consideration when determining a family's financial need. You probably qualify for some type of financial aid, and with a little effort, you may be able to significantly increase your eligibility.

There are essentially two approaches to maximizing your eligibility for financial aid: income planning strategies and asset planning strategies.

## INCOME PLANNING STRATEGIES AND ASSET PLANNING STRATEGIES

Colleges look at what your family's income was last year in order to determine your ability to pay this year's tuition. This "base year" income begins on January 1 of the student's junior year in high school and ends on December 31 of that calendar year. Your financial timing during this period is crucial. Financial decisions made during the base year are very important—ultimately determining whether or not you will be awarded financial aid.

### INCOME STRATEGIES

The overall goal of income planning is to lower the total income for both the student and the parent during the base year.

Some common income planning strategies are:

- **Discuss with your employer the possibility of a deferred compensation program.** Some companies will allow employees to reduce their salary, while their children are attending college, in return for larger payments after the student has graduated.
- **If your parents are divorced or legally separated,** the federal government only assesses the income and assets of the parent the student resides with for the majority of the school year.
- **To avoid a student income contribution,** keep the student income at or below \$2,200. Any money earned in excess of this figure will be penalized at a rate of 50%.

### MAX FACT

**The average family can only come up with about 30% of the typical college costs.**

# STRATEGIES TO MAXIMIZE YOUR FINANCIAL AID AWARD

## EXAMPLE

	<b>STUDENTS BASE YEAR INCOME</b>	<b>\$7,400</b>
-	<b>INCOME PROTECTION ALLOWANCE</b>	<b>\$6,000</b>
=	<b>ASSESSABLE INCOME</b>	<b>\$1,400</b>
X		<b>50%</b>
<hr/>		
	<b>STUDENT'S CONTRIBUTION TO EFC</b>	<b>\$700</b>

- **If you are planning on selling any investments to pay for college**, sell as many “losers” as possible. By taking advantage of a capital loss in the base year, your gross income will be decreased, which will increase your eligibility for financial aid. If you need to sell assets that will generate a capital gain, it is imperative that you sell them two years prior to your child’s college attendance, or postpone the sale until after he or she graduates. You should consult your financial advisor prior to implementing this strategy.
- **If you own a business or commercial farm**, you can postpone an increase in income or bonuses; make advanced payments on capital purchases; take a loan from the company instead of income; or take a reduction in wages while the student is in college. If your business is incorporated, you can leave all income in retained earnings until the student graduates.
- **Do not make payments to IRA’s, KEOGHs, or 401K/403B plans** until the student graduates since contributions made during the base year will be added back to the adjusted gross income.
- **If you have a family Adjusted Gross Income (AGI) of less than \$50,000** and can file a 1040A or 1040EZ tax return the federal methodology uses a Simplified Needs Test to calculate the EFC. Your assets will not be assessed under the formula, even if you have \$75,000 in the bank or own a \$1,000,000 business or farm. It is imperative that you consult a professional financial advisor who understands the financial aid system and tax code prior to implementing this strategy.

**Income Protection Allowance:** This is the amount of money the federal government has determined a family needs to house, feed, and clothe itself for the year:

In calculating the contribution from parents’ income, the federal government allows for an “income protection allowance” and deducts it from the family’s adjusted gross income.

<b>FAMILY OF 6 (ONE IN COLLEGE)</b>	<b>\$34,790</b>
<b>FAMILY OF 5 (ONE IN COLLEGE)</b>	<b>\$29,740</b>
<b>FAMILY OF 4 (ONE IN COLLEGE)</b>	<b>\$25,240</b>
<b>FAMILY OF 3 (ONE IN COLLEGE)</b>	<b>\$20,410</b>
<b>FAMILY OF 2 (ONE IN COLLEGE)</b>	<b>\$16,390</b>

By removing an asset that produces interest income you will be able to provide a “double effect” by lowering your total assets and reducing your adjusted gross income.

# STRATEGIES TO MAXIMIZE YOUR FINANCIAL AID AWARD

Avoid large state and local tax refunds which are added back into the adjusted gross income, which will increase the base year income and increase your EFC.

Do not take money out of any retirement fund to pay for educational expenses. Retirement funds are sheltered from the need analysis process. If you withdraw too much money from your pension, or make a withdrawal prior to filing the financial aid application, you will have converted these funds into an included asset.

## ASSET STRATEGIES

The primary objective of asset planning strategies is to reduce the overall value of assets, or better yet, to remove most, if not all, of the included assets from the federal formula.

**Asset Protection Allowance:** Total amount of net assets exempted from financial aid assessment.

Age (older parent)	40-44	45-49	50-54	55-59	60-64	65+
ONE-PARENT FAMILY	\$12,000 - \$13,900	\$14,200 - \$15,600	\$16,000 - \$17,500	\$17,900 - \$19,900	\$20,400 - \$22,700	\$23,000
TWO-PARENT FAMILY	\$36,500 - \$40,300	\$41,300 - \$45,500	\$46,600 - \$51,900	\$53,400 - \$59,700	\$61,400 - \$68,700	\$71,000

- **All money held in the student's name is assessed at a rate of 35%.** Therefore, parents who accumulate assets in the student's name for tax purposes will be at a major disadvantage when seeking financial aid. Keep all assets out of the student's name.
- **Transfer investment securities into other family members' names.** Stocks, CDs, mutual funds, etc. can be transferred to another family member outside the view of the formula, without selling the asset. This will avoid incurring a capital gain, which is considered income in the formula.
- **Avoid any state-run tuition savings plans.** The benefits are questionable (most only cover tuition) and the assets are locked in the student's name (35% is assessable). Grandma and Grandpa should postpone any gift to a college-bound student until after they graduate, then use the money to pay off any student loans accumulated. If they must gift money to their grandchildren for tax purposes, have them fund an annuity or life insurance policy. This will exempt the gift from the college's scrutiny since neither is reportable on the financial aid form.
- **Insurance products such as life insurance and annuities are exempt from assessment by the federal methodology.** Investing part of your liquid assets into one of these products may reduce your EFC; however, you should consult your financial advisor prior to implementing this strategy.
- **Prepay utilities for the year.** By paying your electric, gas, water, phone, cable, and other bills in advance, any credit balance incurred will not be considered an asset. Let's face it, you have to pay them anyway. Why not just make out one check per year?
- **The assets of other children are not considered by the need analysis formula.** Putting the assets in the name of a younger sibling can shelter these assets from the need analysis formula.
- **Assets are assessed as of the filing date of the financial aid application.** As mentioned earlier, timing is a critical element to maximizing your college financial aid awards.

## STRATEGIES TO MAXIMIZE YOUR FINANCIAL AID AWARD

The strategies listed above can lower reported financial aid income and assets. As always, before implementing any of these strategies you must be aware of your personal financial position and the possible adverse consequences to the family's income tax position. It is best that you consult with a qualified financial professional who has an understanding of the college financial aid process.

## CHECKLIST OF RECORDS NEEDED FOR FORM PREPARATION

The following is a list of documents you will need to gather prior to completing the various financial form applications. If a document applies to you, include it; otherwise, gather only your parents'. Since many college deadlines are prior to February 15th, most applications assume that your current tax forms are not complete and that you will be using estimated data.

- A copy of the previous year's federal income tax return
- Your last pay stub of the calendar year (use the year-to-date info)
- This current year's W-2, if available
- All 1099 statements (sent by employer, bank, brokerage house, government, etc.)
- Estimated business income (if you are sole proprietor, partner or S Corp. stockholder)
- Estimated rent or royalty income
- Estimated Capital Gains or Losses from the sale of property or investments
- Records of any other taxable income
- Records of untaxed income (social security, child support, welfare, tax exempt interest)
- Records of medical or dental expenses not covered by insurance
- Bank statements
- Brokerage statements
- Mortgage statements
- Business or farm financial statements
- Rental property financial statements

## QUESTIONS TO ASK AT THE FINANCIAL AID OFFICE

College \_\_\_\_\_

Mr./Ms./Dr. \_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_ Date: \_\_\_\_\_

1. What is the total cost of college or financial aid budgeted cost ?

Answer \_\_\_\_\_

2. What forms are used by the college to determine financial aid eligibility?

Answer \_\_\_\_\_

3. What is the college's financial aid deadline?

Answer \_\_\_\_\_

4. How does the college financially reward a good student?

Answer \_\_\_\_\_

5. What percent of my financial NEED will be met by the college?

Answer \_\_\_\_\_

6. What percentage of need met will be in the form of Gift Aid? Loans?

Work-study?

Answer \_\_\_\_\_

7. What other non-need or merit grants and scholarships are available?

Answer \_\_\_\_\_

8. If any private outside scholarships are awarded, will the school use these to replace their own awarded aid?

Answer \_\_\_\_\_

9. What is the average debt incurred by each student upon graduation?

Answer \_\_\_\_\_

10. Write down your overall impressions of the school's financial aid office.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VERY IMPRESSED  
IMPRESSED  
NOT GREAT  
LAME

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## COUNTDOWN TO COLLEGE CHECKLIST

### SEPTEMBER

- Attend college fairs and meet with the college representatives who visit your school.
- Narrow down the list of schools you are considering to no more than eight (eight) schools and get as much information about these schools as possible.
- Check local scholarship requirements, deadlines and forms required. Register for the SAT/ACT.
- Decide which teachers and other individuals you would like to write letter of recommendation for you, if necessary. Colleges prefer recommendations from recent or current teachers.
- Pre-register for the CSS Profile application and list those schools on the application who require the CSS Profile information in determining their financial need.
- Visit colleges and whenever possible, stay overnight in the dorms and attend a few classes.
- Don't forget to eat in the school's cafeteria!

### OCTOBER

- Check with colleges for admissions and financial aid deadlines. Maintain accurate and complete records of the schools you applied to and any related materials you submitted.
- Ask teachers and counselors to complete the required evaluation forms and school's reports. Make sure you approach them early and make clear the deadlines for each school.
- Take the SAT/ACT.

### NOVEMBER/DECEMBER

- Narrow down your college list to six (6) schools.
- Take the SAT/ACT.
- Keep grades up...this semester still counts!
- Review all college applications with your parents and guidance counselor, making sure all the required materials are assembled to finalize the application process to the schools you are interested in attending.
- Set up and attend college interviews, if required.
- Send any applications that have December deadlines.
- Take the SAT/ACT.

## COUNTDOWN TO COLLEGE CHECKLIST

### JANUARY/FEBRUARY

- Complete and send FAFSA, CSS Profile, and institutional aid forms.
- Send all college application packets to the schools you are considering attending.
- Request that your high school send a copy of your transcript, which includes first semester senior grades, to all of the schools you applied to.
- Take the SAT/ACT.

### MARCH

- All scholarship applications should be completed and sent. Be on the lookout for their deadlines!
- Review any financial aid packages you have received from the various schools you have applied to and write this information in the Financial Aid Award Letter Analysis Chart.
- Take the SAT/ACT.

### APRIL/MAY

- Review final aid award offers (use the handy-dandy analysis chart) and make your final decision.
- Take Advanced Placement (AP) exams. Investigate various loan options available from private lenders and complete/send in all relevant materials.
- Determine when your new alma mater's bill for tuition, fees, room & board, etc. are actually due and plan out how you will meet these charges.

### JUNE

- You should receive notification from the school you chose detailing the dates from
- Freshman Student Orientation.
- Graduate. Congrats! Now take up a summer job (remember, you can make up to \$6,000 before the Feds start "penalizing" you for it).

### JULY/AUGUST/SEPTEMBER

- Move-in and orientation.
- Hooray! You've made it to college! You now have three months to prepare for the Financial Aid Process next year.



# FINANCIAL AID AWARD LETTER ANALYSIS CHART

NAME OF INSTITUTION				
TOTAL COST OF ATTENDANCE				
EXPECTED FAMILY CONTRIBUTION				

MONEY THAT DOES NOT HAVE TO BE PAID BACK					
GIFT AID FUNDING	FEDERAL GRANTS				
	STATE GRANTS +				
	COLLEGE GRANTS +				
	COLLEGE SCHOLARSHIPS +				
	= TOTAL GIFT AID				

MONEY THAT MUST BE REPAYED					
GIFT AID FUNDING	WORK STUDY AWARD*				
	FEDERAL LOANS				
	COLLEGE LOANS +				
	PLUS LOANS +				
	= TOTAL LOANS				

"THE BOTTOM LINE"				
TOTAL "UNMET" NEED (COA - EFC - TOTAL GIFT AID)				
TOTAL "OUT-OF-POCKET" EXPENSES (EFC + TOTAL "UNMET" NEED)				

STUDENT LOAN LOG

FEDERAL LOANS	AMOUNT BORROWED	MONTHLY PAYMENTS	TOTAL INTEREST PAID	TOTAL LOAN PAYMENTS	NUMBER OF PAYMENTS
TOTAL FOR FEDERAL LOANS					
PRIVATE LOANS	AMOUNT BORROWED	MONTHLY PAYMENTS	TOTAL INTEREST PAID	TOTAL LOAN PAYMENTS	NUMBER OF PAYMENTS
TOTAL FOR PRIVATE LOANS					
OTHER LOANS	AMOUNT BORROWED	MONTHLY PAYMENTS	TOTAL INTEREST PAID	TOTAL LOAN PAYMENTS	NUMBER OF PAYMENTS
TOTAL FOR OTHER LOANS					
	AMOUNT BORROWED	MONTHLY PAYMENTS	TOTAL INTEREST PAID	TOTAL LOAN PAYMENTS	NUMBER OF PAYMENTS
GRAND TOTAL FOR ALL LOANS					