

TIPS

- Remember that applying has two parts. You apply to go to college at SUNY New Paltz and you apply for student financial aid by completing FAFSA on the Web.
- A high school student should complete the FAFSA as soon as possible after January 1st of the student's senior year. Continuing undergraduate students, transfer students, and graduate students should complete the FAFSA by the college's priority deadlines and as soon as possible after January 1, 2012.
- Before beginning the FAFSA, get together the documents you need. Start with your Social Security Number, driver's license, income tax return, bank statements and investment records. Plan how to sign your FAFSA with a PIN. Speed up the process with your PIN by signing electronically.
- Keep your PIN in a safe place; it serves as your electronic signature for the FAFSA on the Web and will be useful for other purposes later.
- You and your parents if dependent should read the FAFSA instructions carefully.
- Round to the nearest dollar and do not use commas or decimal points. Do not include or send notes, tax forms, or letters when submitting the FAFSA.
- Check with a Financial Aid Administrator if you will have unusual circumstances.
- Filling out a tax return first will make completing the FAFSA easier. However, parents and students do not need to submit a tax return to the Internal Revenue Service (IRS) before submitting a FAFSA.
- A simple and time saving process is to utilize the FAFSA - IRS Data Retrieval Process in FAFSA on the Web. This feature allows financial aid applicants and their parents to retrieve, directly from the IRS, certain income

and information from income tax returns and to automatically transfer that information to the FAFSA application.

- Try to estimate or be as accurate as possible with tax information to avoid EFC changes that could impact your financial aid package.
- For help completing the FAFSA, you can use online chat at FAFSA on the Web or call the Federal Student Aid Information Center toll-free at 1-800-433-3243.

EXTENUATING CIRCUMSTANCES

The Office of Financial Aid recognizes that some students and/or parents may have unusual or extenuating circumstances that may complicate the completion of their financial aid application. In the following cases, the student may need to talk to a Financial Aid Administrator before submitting his/her FAFSA.

- The student is Dependent using financial aid criteria, but the student believes that he/she should be Independent due to special circumstances.
- The FAFSA uses 2011 family income to determine financial aid eligibility for 2012-2013 financial aid. Some students and/or parents may experience unusual circumstances (e.g., significant decrease in family income, unemployment, death in family, separation/divorce, etc.) that would mean that 2011 income would not be a good indicator of the family's financial status. It may be possible for the Office of Financial Aid to make adjustments to the family income. **June 1, 2012, is the deadline for submitting documentation and appeals due to extenuating circumstances.**

REMINDER

1

Student (and parent, if required) should apply for a federal PIN number.

2

Complete **FAFSA** on the Web.

3

Complete **TAP** on the Web.

4

Accept or decline financial aid award letter electronically and view your financial aid status electronically on **my.newpaltz.edu**.

Office of Financial Aid
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**How to apply
for Financial Aid
on the Web
2012 – 2013**
Office of Financial Aid
www.fafsa.ed.gov



1 OBTAIN A PIN NUMBER

If you do not already have an U.S. Department of Education Personal Identification Number (PIN), apply for one now at www.pin.ed.gov. You will need a PIN to electronically sign your Free Application for Federal Student Aid (FAFSA). **If you are a parent providing information on the FAFSA, one parent should also apply now for a PIN so he/she can electronically sign your FAFSA.** A PIN will allow you to agree to the FAFSA certification statement, sign your application, check the status of your financial aid application online, correct any errors on your application, and sign student loan promissory notes.

You can create your own PIN or have a PIN created for you. The PIN can be e-mailed to the student and/or parent immediately or the PIN can be displayed instantly when you complete the PIN application. If you do not have an e-mail address, your PIN can be sent to the mailing address that you provided within seven to ten days. Your PIN is confidential and should not be shared with anyone. Since a PIN does not expire, you should keep a permanent record of it.

ADMISSIONS OFFICE

Financial Aid regulations require that first time students must be accepted for admission into a degree or certificate program. Any questions about the SUNY New Paltz Admissions criteria can be addressed to the Undergraduate Admissions Office at (845) 257-3200 or the Graduate Admissions Office at (845) 257-3285.

2 COMPLETING A FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

Some applicants find it helpful to fill out a FAFSA Application Worksheet before completing their online FAFSA. To print out a FAFSA Application Worksheet go to www.fafsa.ed.gov and click on "FAFSA Filing Options" and then select "Complete a PDF FAFSA".

There is no fee to complete the FAFSA online. To complete the FAFSA, go to www.fafsa.ed.gov and select "Start Here" in the middle of the page. This enables you to start or continue your FAFSA, correct your FAFSA and check on the status of your FAFSA. Follow the on-screen instructions. If you filled out a FAFSA Application Worksheet, use it to complete the application. If you only partially complete the FAFSA, it is possible to save your information to be completed at a later time. Once you have completed the FAFSA, review your answers carefully, and correct them if necessary before you submit your application. **Remember to add the SUNY New Paltz Federal Code of 002846.**

Use one of two options to sign your FAFSA. You can sign electronically with your PIN, and your parent (if dependent) can also sign electronically with his/her PIN. If you do not have one or both PINs you can print the signature page, sign it and mail it. If you choose to mail it, this will delay the processing of your application for a couple of weeks until the signature page is received and processed.

Submit your application by selecting the "Sign and Submit" button on the form. Once you submit your application, you will be taken to a "Confirmation Page" that shows your confirmation number and estimated Expected Family Contribution (EFC). You should print a copy of the Confirmation Page for your records.

3 NEW YORK STATE TAP GRANT

A full-time undergraduate student who is a New York State resident may be eligible for the Tuition Assistance Program (TAP). Students can now apply for both federal and state aid using a single online session. After submitting the FAFSA on the Web, a New York State resident is able to immediately link to the TAP on the Web form (from the FAFSA Confirmation Page), which is pre-filled with his/her FAFSA data. If the student does not complete TAP on the Web at this time, he/she will be sent an e-mail or postcard from Higher Education Services Corporation (HESC) with instructions on how to establish a HESC PIN and how to use the online TAP application. Students who do not respond will be mailed a paper TAP application. **The SUNY New Paltz TAP Code is 0925.**

AFTER THE FAFSA IS SUBMITTED

You will receive a Student Aid Report (SAR) Information Acknowledgement. If you provided a valid e-mail address, you will receive an e-mail with a link to your SAR on the web in three to five days. If no valid e-mail address was provided, a SAR will be received in the mail within seven to ten days after submitting your FAFSA online.

VERIFICATION

Verification is the process of comparing the information reported on the FAFSA with information on your tax returns and other financial documents and making corrections as necessary. The Federal Central Processing Center (CPS) selects applicants for verification. The College may also select an applicant if there appears to be conflicting or inconsistent information on the application.

4 FINANCIAL AID AWARD LETTER

The College electronically receives the processed financial aid information from the U.S. Department of Education, after the student completes FAFSA on the Web. If the FAFSA application is complete and no other further information is required, the Office of Financial Aid will then send each applicant a financial aid award letter by email indicating their estimated eligibility for state and federal grants, scholarships, federal loans, and/or federal work-study. **Students can accept or decline financial aid programs electronically on my.newpaltz.edu.**

