

INSTRUCTIONS FOR APPLYING FOR 2013-2014 FINANCIAL AID

The Williams deadline for applying for 2013-2014 financial aid is **Friday, April 26, 2013**. Your completed application includes the following documents. **Retain copies of everything you submit for your records:**

1. Free Application for Federal Student Aid (FAFSA) – *file electronically*
2. CSS Financial Aid PROFILE – *file electronically*
3. Income documentation – *mail to the College Board's Institutional Documentation Service (IDOC)*
 - a) IDOC Cover Sheet
 - b) A signed copy of all parents'/stepparents' 2012 federal tax return(s), *with all schedules*
 - c) Copies of all parents'/stepparents' 2012 W-2 forms, *from all employers*
 - d) A signed copy of student's 2012 federal tax return **OR** 2012 Non-Tax Filer's Statement
 - e) Copies of student's 2012 W-2 forms *from all employers, including Williams College*
 - f) 2013-2014 Verification Worksheet

1. *The Free Application for Financial Aid (FAFSA)* is completed electronically at www.fafsa.ed.gov. We urge you to use the IRS data retrieval process to bring actual income tax figures taken from completed 2012 federal tax returns into the FAFSA to minimize the need for later corrections. IRS data retrieval will be available approximately 2 weeks after the electronic submission of 2012 tax returns to the IRS; if the IRS data retrieval is not possible for your initial submission of the FAFSA, you can use it to correct your data once actual taxes have been submitted to the IRS. **Complete all sections of the FAFSA and indicate Williams College in the school listing. The federal school code for Williams College is 002229.** The FAFSA must be completed and submitted by **April 16, 2013**. This will ensure that we will receive your information by April 26, 2013.

State Scholarships: Students who reside in the following states are **REQUIRED** to apply to their state scholarship program. In order to apply, complete the *entire* FAFSA and indicate that both you and your parent(s) are residents of your state. **All forms must be submitted by April 16th unless otherwise noted:**

- Connecticut
- Massachusetts
- Pennsylvania
- Rhode Island – *Must be submitted before March 1st*
- Vermont – *In addition, you must complete the Vermont Grant Application 2013-2014, which is sent to your home address and available online at www.vsac.org. Those who have not received this form should contact VSAC directly at (802) 654-3750 or 1-800-882-4166.*

WILLIAMS **WILL NOT** REPLACE FUNDS LOST BECAUSE OF NEGLIGENCE IN APPLYING FOR YOUR STATE SCHOLARSHIP.

2. *The CSS Financial Aid PROFILE* must be completed and submitted to CSS by **April 16, 2013**. We expect that you will use actual 2012 income tax information when completing this form. **Be sure Williams College (CSS code number 3965) receives your PROFILE report.** The CSS Financial Aid PROFILE is completed online at <https://profileonline.collegeboard.com>.

If you have a sibling whose undergraduate plans are undecided when you complete this form, please write us when his/her plans become finalized, giving us the name of the institution to be attended, costs, and grant/stipend aid received. Also, if his/her attendance/plans change during the 2013-2014 year, please inform us in writing.

IF YOU WILL BE APPLYING **ONLY** FOR A FEDERAL STAFFORD LOAN, YOU ARE NOT REQUIRED TO COMPLETE THE CSS FINANCIAL AID PROFILE.

3. *Income documentation* must be mailed **directly** to the College Board's Institutional Documentation Service (IDOC). If you mail this information to the Office of Financial Aid, it will be returned to you. Upon submission of your CSS Financial Aid PROFILE, you will see the PROFILE online Acknowledgement screen and receive a confirmation email; both will include IDOC instructions, your IDOC ID, and a link to the IDOC website (<https://idoc.collegeboard.com>). The website instructs you to compile the following document packet and mail it directly to IDOC:
- a) *IDOC Cover Sheet*. A link to the required IDOC Cover Sheet is included in the IDOC notification to the student. The Cover Sheet is pre-filled with the student's identifying information and serves as a control document in the IDOC system. **If a valid Cover Sheet is not submitted with the packet, the documents are not processed and are returned to the family.** Therefore, carefully complete this form and include it in your IDOC packet.
 - b) A **signed copy of parents'/stepparents' 2012 federal tax return(s), with all schedules**. If any parent/stepparent is not required to file, download a Non-Tax Filer Statement from the IDOC website and submit it in place of the tax return(s). Please do not send state income tax returns. If any parent/stepparent has an extension to file, submit a copy of the IRS Extension Form 4868 **directly** to the Office of Financial Aid. **We will honor IRS tax filing extensions until August 15, 2013**; any tax return received after this time without prior approval is considered late and Williams scholarship aid will **NOT** be available to you for the fall semester.
 - c) **Copies of all parents'/stepparents' 2012 W-2 forms from all employers.**
 - d) If any parent/stepparent holds interest in a corporation, partnership, and/or farm, or is self-employed, he/she must submit all applicable income tax forms (i.e., Forms 1065, 1120, 1120S, and/or K-1) for each business or farm.
 - e) A **signed copy of student's 2012 federal income tax return**. If you will not file an income tax return, download a Non-Tax Filer Statement from the IDOC website and submit it in place of the tax return.
 - f) **Copies of all student 2012 W-2 forms from all employers, including Williams College**. The Williams Payroll Office mails all student W-2 forms to students' campus mailboxes; in addition, the student may download a copy of the W-2 from their PeopleSoft account. **PLEASE NOTE:** wages from Williams are taxable income and **MUST** be included on the 2012 income tax return. Failure to include Williams earnings will require an amended tax return, even if there is no change to tax liability. If a parent completes the student income tax return, make sure that a copy of Williams W-2 has been provided to them.
 - g) **2013-2014 Verification Worksheet** must be downloaded from the IDOC website, completed and signed by both the student and parent(s) who complete the FAFSA.

DIVORCED/SEPARATED PARENTS: The *custodial* parent must complete the FAFSA and CSS Financial Aid PROFILE. The *noncustodial* parent must complete the CSS Noncustodial Parent PROFILE. The student provides his/her noncustodial parent with a link to the Noncustodial PROFILE website, which the College Board will email directly to the student once registered for the PROFILE; **BOTH** the *custodial* and *noncustodial* parents/stepparents must submit to IDOC **signed** copies of all 2012 federal income tax returns including **all schedules** and 2012 W-2 forms **from all employers**.

If parents are newly separated or divorced, please inform the Office of Financial Aid.

LATE APPLICATION: Any student whose application is incomplete as of **August 15, 2013** will not be eligible for aid from Williams College for the fall semester.

SPRING SEMESTER DEADLINE: Any student returning for Winter Study or spring semester of the 2013-2014 academic year who wishes to apply for financial aid from Williams College needs to submit a complete application by **December 1, 2013**.