

College of the Atlantic

FINANCIAL AID CHECKLIST

Check Boxes When Completed

Information and forms can be found at www.coa.edu. Click on "**Admissions**" and then "**Costs and Financial Aid**"

EARLY DECISION:

- ☐ File *COA Early Decision Financial Aid Application* by:
 - ED I: December 10, 2015
 - ED II: January 20, 2016
- ☐ Provide copies of 2014 tax forms (first two pages only, please) ☐ Parents and ☐ Student
- ☐ If student was not required to file taxes, submit *Taxes Non-Filer Statement* ☐ N/A
- ☐ Submit *COA Noncustodial Parent Declaration of Finances* form and 2014 tax forms ☐ N/A
- ☐ First phase completed. Go to Regular Admission deadline.

REGULAR ADMISSION:

- ☐ File the *FAFSA* as soon as possible after January 1, but no later than Feb. 15
 - ☐ (Used estimated figures; indicated "Will File" on *FAFSA*; **will update by March 1**)
 - ☐ (Used final 2015 tax figures; indicated taxes "Completed" on *FAFSA*)
- ☐ File *COA Regular Admission Financial Aid Application* by Feb. 15
- ☐ Submit copies of student & parent 2015 taxes by March 1
- ☐ I/we cannot file taxes by March 1 but will file ASAP. I have contacted the FA office to discuss this. I understand this could affect my aid eligibility. ☐ N/A
- ☐ If student is not required to file taxes, submit *Taxes Non-Filer Statement* & all W-2s ☐ N/A
- ☐ Submit *COA Noncustodial Parent Declaration of Finances* form by Feb. 15 ☐ N/A
- ☐ Submit noncustodial parent taxes by March 1 ☐ N/A
- ☐ I received and reviewed my *Student Aid Report (SAR)* that was delivered to the student and parent email addresses listed on the *FAFSA*
- ☐ I have corrected and updated all information on my latest *SAR* as needed so that the "Comments" section has no issues to act on.

IF ADMITTED:

- ☐ Sign and return *Financial Aid Award Notice* (Student signature required)
- ☐ Fill out and return *College Work Study Profile (CWS)* if applicable ☐ N/A
- ☐ Complete an online Master Promissory Note (MPN) at www.studentloans.gov if you intend to accept any Stafford loan and do not already have an active MPN. ☐ N/A

Dear Financial Aid Applicant,

If you have any questions, Bruce Hazam or Dominika DelMastro will be more than happy to help you. You can email us at bhazam@coa.edu or ddelmastro@coa.edu. You will find phone and fax numbers on the bottom of this page.

EARLY DECISION application information

When calculating financial aid awards, your previous year's tax forms and current year's estimates provide key data for determining tentative aid eligibility using our *Early Decision Financial Aid Application*.

If you did not file federal income taxes the previous year because you were not required to by law, then we need a *Taxes Non-Filer Statement* and copies of any W-2s you received if you did have some employment.

If the parents are legally separated or divorced, or were never married, we require a ***COA Noncustodial Parent Declaration of Finances*** form filled out by the noncustodial parent. In the event of legal joint custody, the *FAFSA* is filed with the parent the student lives with (or most recently lived with) and not necessarily the one claiming them as a dependent on tax forms. The other parent fills out the ***COA Noncustodial Parent Declaration of Finances*** form.

Additional follow up to an Early Decision Application that needs to be completed after January 1:

- 1) Submit copies of 2015 tax forms for student and parents (including noncustodial parent, if applicable) by Mar. 1
- 2) File *FAFSA* and update with completed tax information by Mar. 1
- 3) Submit *COA Regular Admission Financial Aid Application* by Mar. 1

REGULAR ADMISSION application information

The *FAFSA (Free Application For Federal Student Aid)* is a government form that is required to calculate financial aid eligibility. It can be filled out online at www.fafsa.gov. This step is extremely crucial – please take your time and review it carefully. Check out our information on common mistakes that may cause delays or cause you to lose aid!

You'll also need to complete a *COA Regular Admission Financial Aid Application* by February 15. This form needs to be signed by the prospective student and custodial parent(s).

When your *FAFSA* has been completed and processed, the student and parent(s) will receive a *Student Aid Report (SAR)* notification at the email addresses listed on the *FAFSA*. *It is important to review it and be sure that all information is correct. There is a "Comments" section; please be sure to follow any directions or answer any questions that appear there.* You will need to know your Personal Identification Number (PIN) in order to make corrections so be sure to write that down when initially filing your *FAFSA*.

If all applicable boxes have been checked and you have not been notified by this office of a verification request or any other missing items, you are done! You will receive a *Financial Aid Award Notice* indicating any aid you may be eligible for if you are offered admission. We try to include these with letters of admission if possible. If we cannot, but the financial aid file is complete, then the award notice will be sent very soon after the letter of admission. We do not calculate aid eligibility for students that have not been offered admission.