

## The Financial Aid Application Process

### Policy/Procedure

Applications can be accessed online at [www.dickinson.edu/finaid](http://www.dickinson.edu/finaid) (Click on the appropriate link under “How to Apply”).

#### Prospective Students

New students wishing to apply for Dickinson grant assistance and federal/state aid should complete **BOTH** the *Free Application for Federal Student Aid (FAFSA)* and the *CSS PROFILE application*.

The FAFSA is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Please note that the FAFSA cannot be completed until after January 1. PROFILE registration and application should be completed online at [www.collegeboard.com](http://www.collegeboard.com). In some cases, students are required to complete additional forms.

Parents who are self-employed or who own businesses or farms are required to complete the Business/Farm Supplement. The Business/Farm Supplement should be returned directly to the Financial Aid Office. Students whose parents are divorced, separated or were never married are asked to have the noncustodial parent complete a Noncustodial Parent Statement. The Noncustodial Parent Statement is completed online as part of the CSS PROFILE application process. In most cases, eligibility for Dickinson grant assistance will be determined or awarded only after these applications have been received. Students wishing to apply only for federal aid (i.e., no need-based Dickinson grant assistance) need only complete the FAFSA. Enrolling first year students who receive need-based grants are also asked to complete an online Financial Aid Recipient’s Information Form during the summer preceding their initial enrollment. This form is accessible through the Dickinson Gateway. Enrolling students also are requested to send signed copies of parent and student federal tax returns along with all supplemental schedules and W2 forms. This information is used to verify the financial aid award. If the information presented on the tax returns is different from that submitted on the initial application, the financial aid package may need to be adjusted accordingly.

#### Returning Students

In the late fall, upper class students who applied for federal aid the previous year will receive a notice from the Department of Education reminding them to complete their *FAFSA* after January. The Department of Education does not provide Dickinson College with *FAFSAs*. Parents and students are urged to complete the renewal process online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The online FAFSA form may be signed electronically using a PIN issued by the Department of Education. PIN numbers are issued for both the student and parent. Please note that both must “sign” the FAFSA to be considered complete. The same PIN can be used each year the FAFSA is filed. Students also have the option to download and print a signature page. Once signed by the student and parent, the signature page should be mailed to the Department of Education.

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Immediately after completing the FAFSA on the web, the student will receive a Student Aid Report from the federal processor. This form provides an opportunity for the student to correct any errors on the original application. The information on the FAFSA is sent to the college electronically, provided that the student has listed Dickinson's Federal Code Number (003253) on the application. All upperclass students must complete the *Online Financial Aid Application*, available through the Dickinson Gateway. Since Dickinson grants are funded in part through endowed scholarship monies, this form helps the Financial Aid Office select endowed scholarship recipients. Returning students who have experienced significant changes in family circumstances (for example, job loss or a sibling entering college) should, in addition to the FAFSA, complete the CSS PROFILE application so that the Financial Aid staff can reassess the student's eligibility for Dickinson grant assistance. In addition to the PROFILE, students requesting additional grant consideration must submit signed copies of both parent and student tax returns and W2 forms, as well as, Business/Farm Supplements and/or Noncustodial Parent Statement, if applicable.

All applicants are required to apply for grant aid from their home state, although not all states award grant aid to students attending college in Pennsylvania. While some states have developed a separate state grant application, most have chosen to take information from the FAFSA. For the 2008-09 award year, the following states have reciprocal agreements with Pennsylvania: Connecticut, District of Columbia, Delaware, Maine, Massachusetts, Ohio, Rhode Island, Vermont, and West Virginia.

### Related Information

### History/Revision Information

**Responsible Office/Division:**

**Effective Date:**

**Last Amended Date:**

**Next Review Date:**

**Also Found In:** Information on Policies and Procedures - Financial Aid Office