

FINANCIAL AID APPLICATION INSTRUCTIONS 2009–2010

CLASS OF 2013 AND TRANSFER APPLICANTS

Barnard's financial aid program supports the College's institutional priorities of access, quality, and diversity. We are committed to offering the College's educational opportunities to as many students as possible, regardless of their financial circumstances, and to guaranteeing that qualified applicants will not be denied a Barnard education simply because they cannot afford it. Therefore, your application for financial aid has no bearing on your application for admission. All Barnard aid is based on financial need. You should not let the cost of a Barnard education discourage you from applying for admission. If you think you will need financial aid to attend Barnard, you should apply at the same time you apply for admission. We will not accept financial aid applications initiated after Admissions has mailed decision letters.

ALL FINANCIAL AID APPLICANTS MUST SUBMIT THE FOLLOWING FORMS:

FOR ALL DOCUMENTS REQUESTED, USE THE
BEST FIGURES AVAILABLE TO YOU. ESTIMATE,
IF NECESSARY, TO MEET DEADLINES.

1. PROFILE FORM FROM THE COLLEGE SCHOLARSHIP SERVICE (CSS). THIS IS A TWO-STEP PROCESS:

STEP ONE: Register for your customized PROFILE Application online at profileonline.collegeboard.com. You can print the Pre-Application Worksheet and Application Instructions (in English or Spanish). Complete all of the registration questions and select the colleges to receive your PROFILE report. Registration Guides answering questions about the online process are mailed to high schools as of September 1, 2008. Make sure that you indicate Barnard College (CSS Code 2038) as a school to receive the electronic PROFILE information.

STEP TWO: Complete and submit your online PROFILE Application. You can begin the online application immediately after you register, or you can save it and come back later. You do not need to complete the entire application at one time, since you can save information and return to it later. Make sure you submit your PROFILE Application before the Financial Aid application deadline. Payment can be made with an online check or credit or debit card. A limited number of fee waivers are granted online by CSS to cover some of the costs for first-time college applicants from families with very low income and few assets. If you

need any assistance in completing the process, e-mail CSS at help@cssprofile.org or call 305/829-9793 Monday through Friday, 8 a.m. to 10 p.m. Eastern Time.

2. FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA):

The FAFSA must be completed by all applicants. If your parents are divorced or separated, report information on the FAFSA that pertains to the parent with whom you live. The FAFSA should be completed online and filed electronically with the Department of Education at www.fafsa.ed.gov. Make sure that you indicate Barnard's Federal Institution Code, 002708, on the FAFSA. This is a free form. Keep a copy of your FAFSA for reference. You cannot submit the 2009–2010 FAFSA before January 1, 2009.

3. FEDERAL INCOME TAX RETURNS: Forward **signed** copies of all pages and schedules of your own and your parents' income tax returns for the year 2008 to Institutional Documentation Service (IDOC). If the 2008 returns have not been completed, submit your and your parents' 2007 returns to Financial Aid. Copies of the 2008 returns must be submitted to IDOC by March 1 if applying for the Class of 2013. Please **do not** send estimated, "working copies" of tax returns.

4. W-2 FORMS: 2007 W-2 statements for you and your parents must be mailed to Financial Aid. 2008 W-2 statements must be mailed to IDOC.

5. **DOCUMENTATION OF UNTAXED INCOME:** Parents must send documentation of all 2008 untaxed income received by any family member in the household to IDOC (for example, Form 1099-SSA for Social Security benefits, forms to document public assistance, and documents itemizing clergy and military housing allowances). Any documentation of 2007 untaxed income must be mailed to Financial Aid.

**AS APPROPRIATE, APPLICANTS
MUST SUBMIT THE FOLLOWING FORMS:**

1. **CSS BUSINESS/FARM SUPPLEMENT AND INCOME TAX RETURNS:** If your parents are self-employed or own all or part of a business or farm, this CSS Supplement form is required for each business owned. During completion of the CSS PROFILE Application, you will be instructed to download the form and print it. Photocopy the form, if necessary, and complete one form for each business owned. Send the completed form for 2007 directly to Financial Aid. Completed forms for 2008 should be sent to IDOC. If the business is a partnership or corporation, submit copies of 2007 business income tax returns (IRS forms 1120, 1120S, 1065, and Schedule K-1) to Financial Aid. 2008 business returns should be submitted to IDOC.

2. **CSS NONCUSTODIAL PROFILE AND INCOME TAX RETURNS:** If your parents are divorced or separated, financial information from each parent is required to apply for Barnard aid. When you complete the CSS PROFILE Application and indicate that your natural parents are separated or divorced, CSS will e-mail you instructions for completion of the online Noncustodial PROFILE. Forward this information to your noncustodial parent. Your noncustodial parent's information will be inaccessible to you and your custodial parent. If you prefer, a paper Noncustodial Parent's Statement may be printed from the Financial Aid Web site at www.barnard.edu/finaid. Your noncustodial parent can complete this form and mail it directly to our office instead of completing the online form. Your noncustodial parent must also submit to Financial Aid signed copies of all pages and schedules of his/her 2007 federal income tax return, making sure that the 2008 tax return and W-2 forms are submitted to IDOC. If your noncustodial parent owns a business and files a tax return for that business, include a copy of the partnership/corporate tax return.

3. **DOCUMENTATION OF CITIZENSHIP:** If you are a U.S. permanent resident, submit a photocopy of your Alien Registration Receipt Card (I-151 or I-551). If you have an Arrival-Departure Record (I-94) from INS with one of the following stamps: "Refugee," "Asylum Granted," "Indefinite Parole," "Humanitarian Parole," and/or "Cuban-Haitian Entrant," submit a photocopy to Financial Aid.

4. **COLLEGE BOARD INTERNATIONAL STUDENT FINANCIAL AID APPLICATION:** Students who are not U.S. citizens or U.S. permanent residents are considered international students. Limited federal and state aid has seriously constrained Barnard's ability to assist all eligible applicants. Barnard College has designated two to three scholarships for entering first-year international students. Consideration for these awards is extremely competitive. Applicants who wish to be considered for aid must complete the College Board International Student Financial Aid Application by February 1 and submit documentation of 2007 and 2008 foreign income to Financial Aid. However, if your parents file a U.S. federal income tax return, please complete the CSS PROFILE Application instead of the International Student Application. International students who have not applied for aid at the time of admission should not expect financial assistance during future years at Barnard. In addition, we are unable to assist transfer international students.

5. **NEW YORK STATE TAX RETURN:** If you are a New York State (NYS) resident, please include a photocopy of your parents' 2008 New York State Income Tax Return with materials submitted to IDOC. This will help us estimate your eligibility for the need-based grant called TAP (Tuition Assistance Program) that is available to NYS residents who remain in New York to attend college.

FINANCIAL AID CHECKLIST

YOU MAY NOT INITIATE AN APPLICATION FOR FINANCIAL AID AFTER ADMISSIONS HAS MAILED DECISION LETTERS. ALL APPLICATIONS RECEIVED AFTER THIS DATE ARE CONSIDERED LATE, AND THE ONLY AID AVAILABLE TO YOU WILL BE FEDERAL AND STATE GRANT AND LOAN FUNDING.

All Financial Aid Applicants:	SEND TO	EARLY DECISION	REGULAR DECISION	TRANSFERS
<input type="radio"/> Free Application for Federal Student Aid (FAFSA)	Processor	February 1	February 1	April 1
<input type="radio"/> Custodial PROFILE Application	CSS	November 15	February 1	April 1
<input type="radio"/> 2007 Federal Tax Returns	Barnard	November 15	February 1	n/a
<input type="radio"/> 2007 W-2 Forms	Barnard	November 15	February 1	n/a
<input type="radio"/> 2007 Untaxed Income	Barnard	November 15	February 1	n/a
<input type="radio"/> 2008 Federal Tax Returns	IDOC	March 1	March 1	April 1
<input type="radio"/> 2008 W-2 Forms	IDOC	March 1	March 1	April 1
<input type="radio"/> 2008 Untaxed Income	IDOC	March 1	March 1	April 1
As Appropriate:				
<input type="radio"/> Business/Farm Supplement	Barnard	November 15	February 1	April 1
<input type="radio"/> Noncustodial Parents' Profile	CSS	November 15	February 1	April 1
<input type="radio"/> Documentation of Citizenship	Barnard	November 15	February 1	April 1
<input type="radio"/> International Student Financial Aid Application	Barnard	November 15	February 1	n/a
<input type="radio"/> 2008 New York State Tax Return	IDOC	March 1	March 1	April 1