

INSTRUCTIONS FOR COMPLETING THE 2019-2020 APPLICATION FOR NEED-BASED FINANCIAL AID

The Need-Based Financial Aid Application is available as both a fillable PDF and a plain PDF. You have the option of completing the fillable PDF on the computer, allowing the form to do your math, signing it with your Student ID, and clicking submit (*please do that!*). Or you may print out the PDF, fill it out by hand, and turn it in to the FA office. In either case, you should download the latest version of the [Acrobat Reader](#) before you begin.

Section A: General Information

- Be sure to complete all of the information requested.
- For the purpose of UPSEM financial aid, dependent children are those for whom you provide at least 50% of support, whether they live with you or not. A dependent child older than 23 may only be included due to disability.

Section B: Degree Program, Academic Standing, and Enrollment Plans

- Carefully consider your enrollment plans before filling out this section. Need-based aid may only be used to pay for tuition and the amount is determined based on the number of credit hours you expect to take.
- On the fillable form, the number of credit hours will transfer over to the expenses page automatically, and calculate your expected tuition.

Section C: Expenses and Resources

- The PDF will do the math for you if you fill it out on the computer (*highly recommended!*).
- If you include *Other Expenses* that are not obvious, you must include a note with your completed application explaining the expenses. There is a space for this on the fillable PDF at the bottom of the Expenses page.
- Be sure to include your spouse's resources, if applicable.
- Remember that you may only receive tuition support for coursework needed to graduate. Need-based aid may not be used for a course you *must* repeat or for coursework beyond the required credit hours. Choir and Group Spiritual Direction are excepted.

Section E: Certifications and Release of Information

- Read this section carefully and sign the fillable form using your student ID and date of birth. Or you may print out the completed form and sign it.

Save a copy for your files. If you have used the fillable PDF, hit submit on page 3 and a completed copy will be emailed to the FA office. Be sure to submit it by the due date of **June 3, 2019**. Paper applications can be dropped off at Watts 100 or mailed to the FA Office by the deadline.

Questions:

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