



# FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) FILING INSTRUCTIONS 2017-2018

Wilmington College (WC) is pleased to offer detailed instructions to help students file the 2017-18 Free Application for Federal Student Aid (FAFSA).

## Step 1: Get Organized!

To simplify the application process, gather required documents and other information ahead of time. File the FAFSA by March 15 to meet WC's Priority Financial Aid Packaging deadline.

**TIP** Save all records and materials used to prepare the FAFSA in the event that the reported information must be verified. Be certain to print a copy of the tax returns when filing electronically. Retrieving tax forms at a later date can be difficult.

## Step 2: Apply for a FSA ID.

The student must apply for a FSA ID. The FSA ID serves as an electronic signature when filing the FAFSA. Be sure to keep the FSA ID in a safe place and never, for any reason, share it with anyone. Apply for a FSA ID at <https://fsaid.ed.gov/npas/index.htm>

**TIP** One parent (who's information is provided on the FAFSA) must also file for a FSA ID. Parents may use the same FSA ID to complete the FAFSA for multiple dependents or their own FAFSA if also a student.

## Step 3: File the FAFSA.

Complete the FAFSA application online at [www.fafsa.gov](http://www.fafsa.gov). The FAFSA contains questions that ask about the student, student's (and parent's) financial information, school plans and more. The 2017-18 FAFSA is used to file for Summer 2017, Fall 2017, and Spring 2018 financial aid.

**TIP** The FAFSA is a *student* application. Therefore "*your*" always refers to the student, regardless of who is completing the application.

**TIP** **Wilmington College's School Code is 003142.** Include student's housing preference (on-campus, with parents). The FAFSA housing selection supersedes the admission application.

Beginning with the 2017-18 academic year, the FAFSA application is based on both the student's and parent's 2015 Federal Income Tax Returns (*referred to as PPY = prior-prior year*). Since the 2015 Federal Income Tax Return deadline has passed, income and tax data will be readily available for validation through the IRS. The 2017-18 FAFSA requires applicants to use the IRS Data Retrieval tool to directly import their 2015 Federal Income Tax information into the FAFSA.

## Step 4: Electronically Sign and Submit the FAFSA.

Electronically sign the FAFSA with the FSA ID (both student and parent when a dependent student ) and SUBMIT. Print the confirmation page.

**JUST**   
AT WILMINGTON COLLEGE,  
THE FAFSA IS THE ONLY  
APPLICATION REQUIRED TO  
BE CONSIDERED FOR  
INSTITUTIONAL, FEDERAL,  
& STATE FINANCIAL AID.

**GET ORGANIZED! YOU WILL NEED:**

- Student's & parents' social security numbers & date of birth
- Student's drivers license
- Student's & parents' 2015 Federal Income Tax Returns
- Student's & parents' W-2(s) & other forms of earned income
- Student's & parents' current bank statements

**When applicable:**

- Records of other untaxed income received such as child support, tax-deferred pension plans, veteran's benefits, or military/clergy allowances
- Records of child support paid
- Business and/or farm records

**You may file the  
FAFSA as early as  
October 1, 2016  
[www.fafsa.gov](http://www.fafsa.gov)**

WILMINGTON COLLEGE  
STUDENT ONE STOP CENTER  
PYLE CENTER 1184  
1870 QUAKER WAY  
WILMINGTON, OH 45177  
Ph: 937.382.6661 or  
800.341.9318 x600  
Fx: 937.383.8564  
[sos@wilmington.edu](mailto:sos@wilmington.edu)



# FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) FILING INSTRUCTIONS - CONTINUED 2017-2018

## AVOID COMMON MISTAKES

### Read

Read and follow directions carefully; any errors will cause delays in processing the application.

### SSN

Be certain to verify social security numbers. Social security mistakes can be time consuming and very confusing to correct.

### Save

Save each page in the FAFSA as it is completed and/or use the "Save FAFSA" command to save and finish the application at a later time.

### Call

Call the FAFSA Helpline at 1-800-433-3243 for online assistance. Students are also encouraged to call their WC Admission Counselor with general filing questions.

### Submit

Be certain to SUBMIT the FAFSA after signing with the FSA ID. Failure to submit will result in the application not being processed.

### Divorce

When a student's parents are divorced/separated, students are to report the information for the parent with whom they resided most of 2016. In the event the residential parent has remarried, the step-parent's information must also be reported on the FAFSA. If parents are divorced but still live together, both parents' information must be provided on FAFSA.

### Only 1

Do not complete more than one FAFSA per student per academic year. Students may list up to ten colleges to receive the FAFSA results in a single application. To send to more than ten schools, students may update the FAFSA and change the school codes and resubmit.

### Update

Students may make updates to the FAFSA by using the FSA ID to access their application. Remember to "Submit" in order for the changes to be processed and sent to the listed schools. Once an update is submitted, additional updates cannot be made until the current update is processed (typically within 24 hours).

## WHAT HAPPENS NEXT?

### Step 1

WC will review each student's FAFSA results and begin packaging financial aid.

- Packaging will not begin until January. Students should not be alarmed if they file the FAFSA prior to January but have not received communication regarding their financial aid.
- If the FAFSA is completed after WC's March 15th priority deadline, allow approximately two weeks for processing.
- Occasionally, missing information or an error will prevent WC from preparing a financial aid award. In the event this occurs, students will be sent an email notification (to their WC email account) instructing them to access their Financial Aid Document Tracking screen within the WC Portal to view the needed documents or actions required to move forward in the financial aid process.

### Step 2

WC will email a Financial Aid Award Notification to students via their WC email account.

- The email provides links to various documents that explains financial aid programs, paperwork, estimated balances, payment options and financing alternatives.
- Students are encouraged to contact their WC Admission Counselor to set up a financial aid appointment to discuss their award in detail, review documents together and complete their financial aid paperwork. This is also a good time to visit campus if the student has not already done so.
- When a student's application is selected for verification, certain data elements must be documented and validated. A list of documents/tasks needed will be listed in the Financial Aid Document Tracking screen in the portal and an email will provide helpful links. Keep in mind, the financial aid is only an estimate until the verification process is completed.

### Step 3

Students must accept/decline their financial aid award.

- Students are given two weeks to review the award and to accept/decline each piece of the financial aid award.
- Failure to respond by the indicated deadline could result in the loss of financial aid.
- Accepting financial aid *does not* commit the student to attend Wilmington College.