



BROWN

2012-2013 BROWN FINANCIAL AID CONTINUING STUDENT APPLICATION INSTRUCTIONS

Students should contact our office directly for further instructions if you are one of the following: returning from a leave of absence, first-time applicant or if you did not receive need based financial aid in 2011-12. (Need based aid includes: University Scholarship or subsidized loans.)

Step 1

COMPLETE THE 2012-2013 FAFSA

- Available online after January 1, 2012 at www.fafsa.ed.gov
- **DEADLINE:** May 1, 2012
- Priority deadlines for your state scholarship consideration can be located at: <http://www.fafsa.ed.gov/deadlines.htm>. Brown University will consider a FAFSA to be "on-time" for University Scholarship consideration through May 1st.
- Be certain to list **Brown University's school code "003401"**.

Step 2 Submit the following as part of your IDOC packet:

COMPLETE THE IDOC COVER SHEET

- In February, the College Board will be sending a notice to the student's Brown email account with instructions on submitting your IDOC packet. Detailed instructions about the IDOC cover sheet and Brown Continuing Student Application will be included in this email.
- Your IDOC Cover Sheet must accompany all documents that you submit to IDOC.
- The IDOC Cover Sheet should print on one side of a single sheet of paper.
- Only one packet, including the information listed below, should be submitted to IDOC.

Step 3 Submit the following as part of your IDOC packet:

COMPLETE THE BROWN FINANCIAL AID CONTINUING STUDENT APPLICATION

- Complete all two pages of the application. Please do not leave any questions blank. If needed, you may download copies from our web site: www.financialaid.brown.edu.
- **DEADLINE:** May 1, 2012
- **Canadian Students:** Report all amounts in Canadian Dollars.
- **Signatures** - Remember to have both the student and the custodial parent sign the application **after** submitting the FAFSA.
- The Brown Continuing Student Application will be tracked in Banner Self-Service under the IDOC packet.

Step 4 Submit the following as part of your IDOC packet:

ATTACH SIGNED COPIES OF 2011 US FEDERAL OR CANADIAN TAX RETURNS

- Both Student & Parent (Custodial Parent(s) only). **Include all Schedules and W-2s.**
- **DEADLINE:** May 1, 2012
- **Acceptable Documents:** Signed copy of IRS 1040, 1040A, 1040EZ, from Puerto Rico, Canadian or foreign income tax return.
- If you **do not have a copy** of your tax return, request a copy of your return from your preparer or from the IRS at (800) 829-1040.
- If you, or your parent(s), **will not file** a 2011 federal income tax return, be sure to complete the Parent and Student Non-Filer Statement(s) available for download through IDOC. Please include these forms in your IDOC packet.

Step 5 (if applicable) Submit the following as part of your IDOC packet:

SUBMIT BUSINESS TAX RETURNS

- If your custodial parent(s) own their own business or are self-employed, include the business tax documents (as outlined below) in the IDOC packet.
- **DEADLINE:** May 1, 2012
- **If your parent(s) own all or part of a Corporation, S Corporation, or Partnership,** they must submit a complete and signed copy of 2011 IRS Form 1120, 1120S, 1065, with K-1s and all related schedules.
- **If your parent(s) own a Sole Proprietorship or a Farm,** submit Schedules C or F with the complete and signed 2011 IRS Form 1040.

Step 6

IRS Form 4868 - Tax Extension

- If you or your parent(s) have secured an extension to file your tax return at a later date, submit a copy of IRS Form 4868 in lieu of the tax return, along with copies of all 2011 W2 forms directly to the Office of Financial Aid. Do not wait until you complete your tax returns before submitting the FAFSA online and the Brown Financial Aid Continuing Student Application directly to the Office of Financial Aid. Use estimates when necessary. Once your 2011 federal income taxes are complete, submit a copy to the Office of Financial Aid. You will not be submitting any documentation through IDOC.

Other Notes: **CSS NON-CUSTODIAL PARENT'S STATEMENT (NCPS)**

- Renewal applicants may be required to submit the NCPS and supporting tax returns. Check your Banner self service account for all required documents. If a contribution from the non-custodial parent has been calculated in the past, it will continue to be calculated.

2012-2013 FINANCIAL AID RENEWAL APPLICATION DEADLINES

DEADLINE	FORM	U.S. CITIZENS & ELIGIBLE NON-CITIZENS	CANADIAN CITIZENS
May 1, 2012 · Brown's School Code is: 003401	<input type="checkbox"/> Free Application for Federal Student Aid (FAFSA) www.fafsa.ed.gov	X	
May 1, 2012 · Mail these documents directly to IDOC.	<input type="checkbox"/> Brown Financial Aid Continuing Student Application	X	X
	<input type="checkbox"/> Student's 2011 U.S./Canadian Income Tax Return	X	X
	<input type="checkbox"/> Parent(s)' 2011 U.S./Canadian Income Tax Return, including all schedules.	X	X
	<input type="checkbox"/> Parent(s)' AND Student's 2011 W-2 forms	X	
	<input type="checkbox"/> Business Tax Return	If parent(s) own a business or farm.	If parent(s) own a business or farm.

2012-2013 Late Applications are subject to the following Penalty Structure

Application Received by: After May 1 (application deadline) After June 1 After July 1	Late Penalty \$500 decrease to University Scholarship with \$500 loan increase \$1,000 decrease to University Scholarship with \$1,000 loan increase Loss of University Scholarship and eligibility for Financial Aid initiatives for the fall semester.
Spring Semester Only Scholarship Consideration: For students on a Fall 2012 Leave of Absence or for families that did not meet the July 1 fall semester deadline, who are seeking consideration for University aid in the spring semester only.	
Deadline November 1, 2012 After November 1 and no later than December 1, 2012 After December 1	For Spring scholarship consideration A late penalty of \$1,000 increased loan No University Scholarship for spring semester
<ul style="list-style-type: none"> · An application will be considered late if any of the required application materials are received after the deadline. · Note: W-2's are considered required application materials · Students may track the status of their application materials on Banner web: selfservice.brown.edu 	



BROWN

2012-2013 FINANCIAL AID CONTINUING STUDENT APPLICATION

I. CONTACT INFORMATION

Student's Name	Last	First	Middle
Banner ID#	Student's E-mail		Preferred Telephone
Mother's E-mail		Mother's Daytime Phone	
Father's E-mail		Father's Daytime Phone	

II. HOUSEHOLD INFORMATION

Complete the grid below listing all people living in your parent's household. Please review the following instructions carefully before completing this section of the application.

A. Household members, include:

- **Yourself and the custodial parent(s)** you live with (including stepparent, if applicable).
- **Your parent(s) other children:** Include children living with you. Also include children if they do not live with you, but your parent(s) will provide more than half of their financial support from July 1, 2012 through June 30, 2013.
- **Other people** if they now live with you and your parent(s), and your parent(s) provide more than half of their financial support and will continue to do so from July 1, 2012 through June 30, 2013.

B. Educational Information / Number of students in college:

- The number of students attending a postsecondary institution can have a significant impact on the amount of aid a family is eligible to receive. For purposes of financial aid, "attend" equates to **half-time attendance or greater** in a degree or certificate granting program.
- Siblings who attend **less than half-time** will not be counted as "in college" for purposes of financial aid.
- Sibling Enrollment status **will be verified each year** in the fall.
- If you know of a **change to the sibling enrollment status** before we request verification, please notify our office in writing. A change in sibling enrollment status will result in an adjustment to your financial aid award. Please notify us of any change immediately.

A. List All Household Members			B. 2012-2013 Educational Information				
Name	Relationship	Age	Name of School/College student will attend during 2012/2013 academic year	2012-2013 Year in School	Graduate or Undergrad	Full-time or Part-time	Parent's Contribution/ Out-Of-Pocket Expenses
1.	self		Brown University				
2.							
3.							
4.							
5.							
6.							
7.							

III. OUTSIDE ASSISTANCE

Please list the name and full amount of any outside scholarship or tuition benefit that you have been awarded for the 2012–2013 academic year. Be sure to indicate if the scholarship is renewable for future years.

Outside Scholarship/Resource Information			
Name of Scholarship or Resource	Source/Agency	Amount for 2012-2013	Renewable?
		\$	<input type="checkbox"/> YES <input type="checkbox"/> NO
		\$	<input type="checkbox"/> YES <input type="checkbox"/> NO
		\$	<input type="checkbox"/> YES <input type="checkbox"/> NO
		\$	<input type="checkbox"/> YES <input type="checkbox"/> NO
		\$	<input type="checkbox"/> YES <input type="checkbox"/> NO

► ALL OUTSIDE AWARD CHECKS SHOULD BE SENT TO THE **BROWN CASHIER, BOX 1911, PROVIDENCE, RI 02912**

► Adjustment Preference: Please rank the following from 1 to 3, in the order you would prefer the outside scholarship(s) to adjust your award.

_____ Reduce my loan(s). _____ Reduce the work component of my award. _____ Reduce my student contribution (SC).

For more information please visit "Outside Scholarships - Impact to Brown Award" in the A-Z index on our website: www.financialaid.brown.edu.

IV. SPECIAL CIRCUMSTANCES

Please use the following space to answer any questions more completely or to explain any special circumstances you wish to bring to the attention of the Office of Financial Aid. Please be as specific as possible, including dates, dollar amounts and documentation when appropriate. **If your parent(s) have experienced a loss of job, change in income, divorce, separation, etc.**, please visit our web site at www.financialaid.brown.edu and download the "2012-2013 Financial Aid Appeal Form." Submit the appeal form with your application so that we may consider these changes during our review.

IMPORTANT: Please do not complete this section until AFTER you have submitted the FAFSA. This form will be used to verify the information reported on the FAFSA.

I/We certify that the information reported on this application is true and accurate to the best of my/our knowledge.

Student Signature (REQUIRED) _____

 Parent Signature (REQUIRED) _____

Date Completed _____

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After May 1 (application deadline)

After June 1

After July 1

Late Penalty

\$500 decrease to University Scholarship with \$500 loan increase

\$1,000 decrease to University Scholarship with \$1,000 loan increase

Loss of University Scholarship and eligibility for Financial Aid initiatives for the fall semester.

Spring Semester Only Scholarship Consideration:

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Deadline November 1, 2012

After November 1 and no later than December 1, 2012

After December 1

For Spring scholarship consideration

A late penalty of \$1,000 increased loan

No University Scholarship for spring semester

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