



# AMHERST COLLEGE

Office of Financial Aid

B-5 Converse Hall  
P.O. Box 5000  
Amherst, Massachusetts 01002-5000

Telephone (413) 542-2296  
Facsimile (413) 542-2628

## MEMORANDUM

DATE: February 2009

TO: Applicants for Financial Aid for 2009-10

RE: Renewal of Financial Aid

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Any student may apply for student financial aid for the 2009-10 academic year, regardless of whether he or she is currently receiving assistance. The application deadline is **April 25, 2009**.

***Applications of aid recipients that remain incomplete after June 1 will incur a late fee of \$50; after July 1, an additional fee of \$50; after the due date for payment of the semester bill, an additional \$50; and as of the first day of registration, an additional \$100.***

To apply for assistance from Amherst College, you are expected to submit the following materials:

- **Amherst Application for Renewal of Financial Aid.** You may download and print the form from our website, [www.amherst.edu/~finaid/forms](http://www.amherst.edu/~finaid/forms). (The same form is used by first-time upperclass applicants who are not currently receiving financial aid.)
- **CSS/Financial Aid PROFILE** for 2009-10, if you are a citizen, national, or permanent resident of the United States, Puerto Rico, or Canada, or if you are an international student whose parents reside in the United States, Puerto Rico, or Canada.

Complete the PROFILE with the College Scholarship Service (CSS) of The College Board and designate Amherst College to receive information from the information. Amherst's CSS code number is 3003. The CSS/Financial Aid PROFILE website is [profileonline.collegeboard.com](http://profileonline.collegeboard.com).

If your parents are separated or divorced, the PROFILE form should be completed by you and the parent with whom you live. Your "noncustodial" parent should submit The College Board's **Noncustodial PROFILE (NCP)** after you and your custodial parent have submitted the CSS/Financial Aid PROFILE. Information about the NCP will be sent to you soon after you submit the PROFILE. You should forward the information to your noncustodial parent.

- Other, non-Canadian international students and U.S. students whose parents live abroad should submit the "**International Student Financial Aid Application**" instead of the CSS/Financial Aid PROFILE. The Application may be downloaded from our website, [www.amherst.edu/~finaid/forms](http://www.amherst.edu/~finaid/forms). International students whose parents are separated or divorced should ask each parent to submit the International Student Financial Aid Application.

U.S. students whose parents live abroad should also complete the International Student Financial Aid Application to assist us in understanding living costs in their country of residence.

- **Free Application for Federal Student Aid (FAFSA)** for 2009-10, if you are a citizen, national, or permanent resident of the United States or Puerto Rico. The FAFSA may be completed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). After you submit the FAFSA, the federal government will send you a **Student Aid Report (SAR)** with information about your eligibility for federal aid. Amherst's FAFSA code number is 002115.

International students do *not* complete the FAFSA.

- **Other required documents.** Students who submit the CSS/Financial Aid PROFILE will receive a letter and coversheet from The College Board on behalf of Amherst College. This letter outlines the Institutional Documentation (IDOC) service which Amherst College uses to collect all federal

personal, corporate, and partnership tax returns, W-2 and 1099 forms, and Business/Farm Supplements associated with applying for financial aid. The letter includes an IDOC identification number by which all of your documents and correspondence with The College Board are tracked.

All application materials submitted to IDOC must be copied onto 8½"×11" white paper – one item per page. The materials should be sent to The College Board in a single application packet and must include **a copy of the coversheet**. **Materials that are received without a coversheet will be returned to you**. Duplicate coversheets are available from The College Board's IDOC website, [idoc.collegeboard.com](http://idoc.collegeboard.com).

In the case of **divorced or separated parents**, you may submit your noncustodial parent tax information with the remainder of your application materials to The College Board. Alternatively, you may forward a copy of the IDOC coversheet to your noncustodial parent to be completed and submitted directly to IDOC along with the noncustodial parent's 2008 federal tax return (including all schedules, attachments, and W-2 or 1099 forms).

The documents submitted through IDOC may include:

- A signed and dated copy of *all* pages of **your 2008 income tax return**. You should also submit a copy of **your Form(s) W-2** (or other wage statements), as appropriate, regardless of whether you filed or did not file an income tax return.
  - A signed and dated copy of *all* pages of **your parents' 2008 income tax return(s)** (IRS Form 1040 or 1040A, or equivalent forms for Canada, Puerto Rico, or your home country), if you are dependent on your parents. Include a copy of **your parents' Form(s) W-2** (or other wage statements), regardless of whether an income tax return was or was not filed.
  - If your parents own an interest in a business corporation, submit a copy of the **corporate return** (IRS Form 1120, 1120A, 1120-S, and/or Schedule K-1). If your parents have income from a partnership, submit a copy of the **partnership return** and/or a copy of the statement of partner's share of income (IRS Form 1065 and/or Schedule K-1).
  - If your parents own a business or farm, also submit the CSS **Business/Farm Supplement** for each business or farm to IDOC. The Supplement may be downloaded from our website, [www.amherst.edu/~finaid/forms](http://www.amherst.edu/~finaid/forms).
  - If your parents have been granted an **extension for filing** their tax return(s), send a copy of the extension request form to the Office of Financial Aid. Submit a copy of the completed return(s) to IDOC as soon as possible after filing. Submit a copy of the completed return to IDOC as soon as it has been filed, no later than October 15.
  - If you or your parents **did not and will not file** an income tax return, this should be certified in the appropriate section of the IDOC coversheet. Copies of earnings statements (such as W-2 or 1099 forms) should still be submitted to IDOC.
  - **State scholarship or grant application**, if appropriate. Aid applicants who are residents of Connecticut, the District of Columbia, Maine, Massachusetts, New Hampshire, Pennsylvania, Rhode Island, and Vermont may be eligible for state scholarships or grants and are required to apply. In some instances, filing a FAFSA is all that is necessary to apply for a state scholarship or grant. Applicants should observe the specific application procedures and deadlines established by the various state agencies.
  - Information about any **"outside" scholarships or tuition benefits** to be received or **Coverdell or Section 529 college savings or prepaid tuition plans** to be used. Students who may qualify for "outside" scholarships should comply with all deadlines and special procedures. Aid applicants who receive outside scholarships or tuition benefits are reminded that the Office of Financial Aid must be informed of any such awards, regardless of amount.
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**IF YOU WILL BE SEEKING *ONLY* FEDERAL FINANCIAL AID**, such as a Federal Direct Stafford/Ford Loan, please submit the following:

- **Free Federal Application for Student Aid (FAFSA)** for 2009-10, which may be completed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Amherst's FAFSA code number is 002115.
- A signed and dated copy of all pages of **your 2008 income tax return** or, if did not and will not file one, a signed and dated statement certifying this and indicating what, if any, income you did have. Also submit a copy of **Form(s) W-2**, as appropriate.
- A signed and dated copy of all pages of **your parents' 2008 income tax return(s)**, if you are a dependent student. Also submit a copy of **Form(s) W-2**, as appropriate.

If you will be seeking ***only*** federal financial aid, income documentation should be submitted directly to the Office of Financial Aid

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If you have questions about financial aid at Amherst or the procedure for applying, please contact the Office of Financial Aid, B-5 Converse Hall -- extension 2781 (from on campus) or (413) 542-2296 (from off campus).