IN THE FALL 2017 ISSUE

Student Outreach is Expanding
Computer Purchase
Help with Uninsured Medical, Emergency Dental or Optical Expenses
Siblings In College
Study Away Planning and Financial Aid
Student Employment Reminders (Forms & Process)
Refunds and Cash Advances
Book Expenses in Excess of $1,000
Tools to Stay Informed

Upcoming Reminders:

October 1 - 2018-19 Application forms available online (CSS Profile and FAFSA)
Due now - Sibling Enrollment Verification Forms due (details below)

Dale Hendricks Joins Financial Aid

We are very excited to welcome to the Office of Financial Aid a new member of our staff, Dale Hendricks. Dale previously worked in the Office of Admission and returned to Amherst College this past summer in a dual role as Senior Associate Dean of Admission and Financial Aid Outreach. Expanded outreach efforts will include, expanding our social media presence on campus, developing a peer advisory program, and improving financial aid literacy across campus.

Computer Purchases

If you receive need-based scholarship from the College, you may borrow a student loan for purchase of a reasonably priced, education-related computer. Appropriate software and equipment (e.g., network card, printer, etc.) may also be included.

Students with Siblings in College

If you indicated in your aid application that a sibling will be enrolled in college in 2017-2018, you may have recently been sent a notice requesting their enrollment be confirmed by your sibling’s institution. Financial aid for the school year will be revised based on changes in information initially reported or forms not submitted.
Help With Unreimbursed Medical, Emergency Dental and Optical Expenses

Students whose total parental contribution is $5,000 or less (unadjusted for number of children in college) may be eligible for help with medical, emergency dental and optical expenses incurred, not covered by health insurance.

Expenses must be incurred after the first day of classes and before the last day of exams each semester. Students need to plan ahead for anticipated costs over winter and summer break.

PLEASE NOTE students must be enrolled during an academic semester to be eligible.

Note that any eligible student must confer with the Office of Financial Aid before making arrangements for eye exams or emergency dental care.

Are You Planning to Study Away For Spring Semester? It Is Important To Plan Ahead!

If you intend to study abroad or go on a domestic exchange for the spring semester, please schedule an appointment with Dean Gentile to discuss the process for transfer of your aid to your program. Many spring semester programs have payment deadlines in late November or early December and it takes time to revise awards and have checks issued.

Please schedule your appointment in October.

In general, your financial aid is adjusted according to the educational costs of your program. Your family contribution is the same whether you are at Amherst or studying away.

Information about financial aid and study away from the College is available on our website — [https://www.amherst.edu/offices/financialaid/studyabroad_aid](https://www.amherst.edu/offices/financialaid/studyabroad_aid)

Appointments are necessary, even if a student or parent loan is the only resource being transferred.
Student Employment During the Academic Year

Forms and Taxes

Complete these three forms if you plan to work at Amherst this year, for the first time:

- **I-9 Form**, Employment Eligibility Verification, required by the U.S. Citizenship and Immigration Services. Original copies of proper identification documents must be provided when completing the form.

- **W-4 Form**, Employee's Withholding Allowance Certificate, which directs the College to withhold federal income taxes from your pay. If you claim “exempt” status, you must file a W-4 Form annually.

- **M-4 Form**, Massachusetts Employee's Withholding Exemption Certificate, which directs the College to withhold state income taxes from your pay. Most students are eligible to claim “exempt” status for Massachusetts income taxes.

For more detailed information about these forms, see the ‘Student Employment’ page under the ‘Life At Amherst College’ heading on the College website [https://www.amherst.edu/campuslife/student_employment](https://www.amherst.edu/campuslife/student_employment)

Social security taxes (F.I.C.A.) are not withheld from student earnings for employment on campus during the academic year. However, F.I.C.A. taxes must be withheld from any off-campus earnings and summer employment on campus.

Working On Campus

If you work on campus, the department you’re working for must complete an employment authorization and send it to the Office of Financial Aid. Once we have your department, position, and rate in the computer, no further paperwork is needed unless there’s a change in any of the three items. You can make sure your paycheck is received in a timely fashion by confirming with the department that the authorization form has been submitted on your behalf.

Working Off Campus under Work-Study

If you are eligible for the Federal Work-Study program, you may be employed off campus by an eligible non-profit organization or government agency in work that is “for the public good.” If you’re interested in off-campus FWS employment, visit the student employment website for information about available positions at [https://www.amherst.edu/campuslife/student_employment/off_campus](https://www.amherst.edu/campuslife/student_employment/off_campus).

Note that off-campus Work-Study positions are available in the summer as well as during the academic year.
Funds to Cover Other Expenses

Refunds and Advances

If you have a credit (negative balance) showing on your student account in ACdata, you may request a refund of the excess amount, or, if your financial aid will result in a credit balance due to pending aid, you may request an advance on your aid. Please plan ahead in making your requests.

Requests for financial aid refunds and advances are prepared by the Controller’s Office once a week - must be received by Tuesday – and are mailed to students’ post office boxes on Fridays.

Book Costs

If you receive scholarship from the College and your costs for required books and supplies exceed $1,000 this academic year, your grant aid can be adjusted for the difference. To request an adjustment you should send the Office of Financial Aid a listing of your courses and documentation for the total costs incurred for books and supplies for each class. Costs can include course packets and lab fees charged to your student account. If you have questions, contact the Office of Financial Aid.

Please note this typically cannot be done until the spring semester when the expenses for both fall and spring courses can be documented.

Tools to Stay Informed

Check Your Financial Aid Application Status and Review Aid Awards Online

Financial aid awards for students may be reviewed online. These records may be accessed in a secure website at: https://fadata.amherst.edu/NetPartner/NetPartnerStudent by entering your Amherst user name and password. A link to this site is on our website home page at https://www.amherst.edu/offices/financialaid.

What if I have some questions about my award?

If you have a question about your financial aid award, please visit, call, or write to clarify things. Staff is available to discuss the application process, individual aid programs, the crediting of aid to student accounts, and general policy and procedures.