



SAINT CHARLES BORROMEIO SEMINARY, OVERBROOK
OFFICE OF FINANCIAL AID SERVICES

100 E. Wynnwood Road
Wynnwood, PA 19096
(610) 785-6553
E-Mail: ndowney@adphila.org
Campus Location: Room 177-Theology Building

Student Financial Aid Application Process For the 2010-2011 Academic Year

This mailing contains financial aid application materials to be reviewed and completed by you and your family if you wish to be considered for financial aid for the 2010-2011 school year. **To be considered for a grant, you must have a complete financial aid application with the Office of Financial Aid Services not later than May 1, 2010 for the 2010-2011 academic year (Steps One and Two below).** Please read through all of the instructions before you begin. We also suggest that you keep photocopies of all of the forms you have completed before mailing them, noting the date and address to where they were mailed.

Student financial aid programs that can be applied for with this process include:

Federal Pell Grant (undergraduate only)
Federal Direct Loan (graduate and undergraduate)
Federal Supplemental Grant (undergraduate only)
Pennsylvania Higher Education Assistance Agency (PHEAA) State Grant
(residents of Pennsylvania only)

STEP ONE - FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) APPLICATION

Saint Charles Seminary School Code: 016229

The 2010-2011 FAFSA is available and may be completed on the World Wide Web at: www.fafsa.ed.gov. **Before completing the FAFSA you will need to obtain a Personal Identification Number (PIN) online at www.PIN.ed.gov. If you are a Dependent Student your Parent will need a PIN Number to sign the FAFSA.**

If you completed a FAFSA last year, you can complete a pre-filled 2010-2011 FAFSA online at www.FAFSA.ed.gov. Review the information on your FAFSA and change or add information as needed, sign with your PIN and submit the FAFSA

 **STEP TWO - ST. CHARLES BORROMEEO SEMINARY APPLICATION FOR FINANCIAL ASSISTANCE**

Complete the enclosed 2010-2011 St. Charles Borromeo Seminary **Application for Financial Assistance**. The completed Application for Financial Assistance should be returned to the Office of Financial Aid as soon as possible.

 **STEP THREE – MASTER PROMISSORY NOTE (MPN)**

If you indicated on the FAFSA that you are interested in student loans, you must complete a Direct Loan Master Promissory Note (MPN), available online at dlenote.ed.gov.

The Financial Aid Office must have your completed St. Charles Seminary Application for Financial Assistance, and results from your federal FAFSA form to complete the processing of your Federal Direct Student Loan MPN.

All first time borrowers are required to complete an entrance interview prior to receipt of a Federal Loan. You may complete the entrance interview at any time prior to submission of your Direct Master Promissory Note. Go to www.dl.ed.gov and click on Entrance and Exit Loan Counseling to complete this requirement.

 **OTHER INFORMATION**

Each year, the U.S. Department of Education selects a percentage of students who completed the Free Application for Federal Student Aid (FAFSA) to have their income and other information verified by the Financial Aid Office. This process is called *verification*. If you are selected for verification, the Office of Financial Aid will ask you to submit signed copies of your 2009 U.S. Income Tax Return and your parent's Income Tax Return, if dependent. If requested to submit these forms, please do so as quickly as possible. We will not be able to continue processing without these forms.

The forms should be returned to:

Office of Financial Aid
St. Charles Borromeo Seminary
100 E. Wynnewood Road
Wynnewood, PA 19096

A Special Note About Errors

The most common error made by students and their families in completing the FAFSA is the question concerning **Taxes Paid**. Please pay particular attention in completing these questions. Federal Taxes Paid reported on your FAFSA can be found on Line 56 of a complete U.S. Form 1040, Line 36 of a 1040A, Line 10 of a 1040EZ, or line K(2) of a Telefile. **Please do not report Taxes Withheld**, without respect to an additional amount owed by you or of an overpayment refunded to you.

 **PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AGENCY (PHEAA)
STATE GRANT PROGRAM**

This process is required only for undergraduate students who are Commonwealth of Pennsylvania residents and who are enrolled at least half-time (6 credits or more).

The Pennsylvania Higher Education Assistance Agency (PHEAA) will use information submitted on a 2010-2011 FAFSA to consider students for a PHEAA State Grant. For some students, PHEAA will also request additional information and email/send you a **2010-2011 Information Form**. If you receive this form, complete and return it directly to PHEAA. If you have questions about the application process for a 2010-2011 PHEAA Grant, you may contact them directly. Their address is PHEAA, 1200 N. 7th Street, Harrisburg, PA 17102. Their phone number is 1-800-692-7392. Your eligibility for a PHEAA Grant will be used in determining your total financial aid award.

 **FEDERAL STUDENT AID REPORT (SAR)**

After you complete your FAFSA the federal processing center will email/send your **2010-2011 Student Aid Report (SAR)** to your home address, or your e-mail address. When you receive your SAR—generally within one to two weeks after you complete your FAFSA—carefully review it for accuracy. If any of the information on your SAR is incomplete or inaccurate, correct it according to instructions provided on the SAR. Make corrections directly over the web. The federal processing center will forward the results from the processing of your FAFSA directly to St. Charles Seminary. You may keep your original, correct SAR for your records. If you do not hear from the federal processing center within three weeks, you should contact them directly at 1-800-433-3243.

SOME FINAL NOTES

Family Financial Verification...

Your financial aid awards will be made based on financial and other family information submitted by you and your family. In applying for and receiving these awards, you agree to provide any additional financial and other pertinent information to the Financial Aid Office to document your eligibility, if requested. St. Charles Seminary reserves the right to review this information and, if necessary, to adjust awards made based on inaccurate or incomplete information at the time corrected information is received.

Overawards...

If you receive financial aid from other sources, you are required to report this information to the Financial Aid Office. Other sources include, but are not limited to, other outside private grants and scholarships. If the total of your financial aid exceeds your demonstrated federal student aid eligibility, (or, in some cases, the total cost of education) the Financial Aid Office may be required to reduce or cancel awards made to you from federal or state funds.

Satisfactory Academic Progress...

You are required to make satisfactory academic progress and remain in good academic standing with St. Charles Seminary in order to retain your eligibility for financial aid. An annual evaluation is made of your academic performance. Specific guidelines and information concerning academic progress and standing are available on request from the Financial Aid Office.

Questions...If you have any questions about this process, please call 610-785-6553.