

Once you receive your Financial Aid Award Letter, there may be additional steps required to finalize your aid.

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### TAX VERIFICATION

This process requires submitting additional documents to the financial aid office in order to support and verify information entered on the Free Application for Federal Student Aid (FAFSA). Complete and return the following ONLY if you are requested to do so.

#### 2017 Federal Taxes

Required if one of the following is listed on your award letter:

- 2017 Tax Verification – PARENTS
- 2017 Tax Verification – STUDENTS

#### Option 1:

**IRS Data Retrieval Tool (DRT)** – This is the fastest and easiest option. The DRT allows you and your parents to transfer your IRS data directly into your [FAFSA form](#). The [DRT tutorial](#) will guide you through the process.

#### Option 2:

**Tax Return Transcript** – Request your transcript by mail with the [IRS transcript service](#). The service offers multiple options; select TAX RETURN TRANSCRIPT. The transcript will be mailed to you, usually within 5-10 business days; you will then be required to email, fax or mail it to the Financial Aid Office.

PLEASE NOTE: It may take up to three weeks for your IRS information to be available for electronic IRS tax return filers, and up to eight weeks for paper filers.

### Dependent or Independent Verification Worksheet

Required if one of the following is listed on your award letter:

Independent Verification Worksheet: [colby-sawyer.edu/assets/admissions/independent-verification.pdf](https://colby-sawyer.edu/assets/admissions/independent-verification.pdf)

Dependent Verification Worksheet: [colby-sawyer.edu/assets/admissions/dependent-verification.pdf](https://colby-sawyer.edu/assets/admissions/dependent-verification.pdf)

You are an independent student if you were **not** required to include your parent(s) tax information on your FAFSA form. You are a dependent student if you were required to include your parent(s) tax information on your FAFSA form.

The required form(s) need to be completed, emailed, faxed or mailed to the Financial Aid Office.

### YOUR ESTIMATED REMAINING COST

Colby-Sawyer award letters include an “Estimated Remaining Cost,” which gives an approximate balance that you will owe to Colby-Sawyer for the academic year. This figure is calculated by subtracting any scholarships, grants and loans you have qualified for from Colby-Sawyer’s direct costs (tuition, room and board).

PLEASE NOTE:

- Colby-Sawyer recommends that you allow for an additional expenditure of \$2,000 each year for books and personal expenses; international students should also plan for medical insurance.
- The “Estimated Remaining Cost” does not always include: loan origination fees, specialty housing costs, credit overload charges, etc. You should always refer to your bill online at <https://selfservice.colby-sawyer.edu/SelfService/Home.aspx> for the most up-to-date information. Adjustments to your financial aid award may take several business days to be reflected on your bill online.

### **FEDERAL WORK STUDY**

Federal work study is a federal eligibility that is determined by the FAFSA; if you qualify, an amount will be listed on your financial aid award letter. Federal work study is not calculated towards the “Estimated Remaining Cost” on your award letter; it is listed to notify you of eligibility to pursue a federal work study job on campus. Federal work study positions are not guaranteed. If you are eligible and you secure a job, funds are paid directly to you biweekly and you may only earn up to the amount listed on the award letter.

### **ACCEPTING YOUR FINANCIAL AID AWARD**

By submitting the \$500 enrollment deposit to Colby-Sawyer, you accept the Colby-Sawyer aid offered. Federal loans listed on the award letter require additional steps to secure or decline.

### **OTHER IMPORTANT INFORMATION**

#### **Reapplying for Financial Aid**

You must reapply for financial aid every year by completing a FAFSA by March 1.

#### **Housing Status**

Full time students are required to live on campus for all four years of enrollment; your financial aid award is based on this policy unless otherwise noted.

PLEASE NOTE: Any changes in your housing status will result in an adjustment to your financial aid.

#### **Enrollment Status**

Your award package is based on enrolling in and completing 12 – 18 credits per semester (full-time status). If you drop below 12 credits, some or all of your aid may be prorated or cancelled. Enrolling in more than 18 credits will incur an additional charge, for which additional aid will not be awarded.

#### **Withdrawals**

If you withdraw from Colby-Sawyer during a semester, Colby-Sawyer is required to use a federal formula to calculate the amount of aid that you have earned up to the date of your withdrawal. If you receive more aid than what you earned, you are required to return the excess funds, which may create a balance owed. Colby-Sawyer’s Financial Services Office will notify you if any aid funds need to be returned and if this will create a balance owed.

#### **Satisfactory Academic Progress (SAP)**

Satisfactory academic progress is required in order to receive both federal and institutional financial aid. When the SAP requirements are not met, federal and institutional aid will be removed until satisfactory status is achieved. Additional information about SAP requirements and processes are available in the [Colby-Sawyer SAP Guide](#).

#### **Study Abroad**

You may choose to participate in a study abroad experience while attending Colby-Sawyer. Depending on the program, you may be able to apply federal financial aid (Pell Grant, Federal Direct Loans). Institutional aid may not be used toward a study abroad experience.

### MISCELLANEOUS FORMS

#### Outside Scholarship Form

This is required if you receive scholarships from outside sources. Please fill out and return to the Financial Aid Office with copies of the award and/or letter pertaining to the outside scholarship(s).

#### **Special Consideration Form**

This is available if you have endured a financial hardship in the past year. It allows you and your family to update Colby-Sawyer's Financial Aid Office of any major financial changes. In some cases, Colby-Sawyer is able to adjust awards based on a change in financial need.

[2018-2019 Academic Year Form](#)

[2019-2020 Academic Year Form](#)

#### **Enrollment Deposit**

The \$500 deposit secures your spot in the incoming class. For fall semester the deposit is due by May 1. It is refundable up until May 1.

PLEASE NOTE: This money is not applied to your bill.

Make your deposit at Colby-Sawyer's [enrollment deposit webpage](#).

#### **Financial Aid Office**

Phone: 800.272.1015 or 603.526.3717

E-mail: [cscfinaid@colby-sawyer.edu](mailto:cscfinaid@colby-sawyer.edu)

Fax: 603.526.3737