

These instructions are for Trinity College IDP Students only.



## 2018-2019 Trinity College Financial Aid Application Procedures and Deadlines for IDP Students

**Federal and State Aid:** Only a FAFSA is required to apply for federal and state financial aid. You may ignore the steps below. If your FAFSA is selected for verification, we will request additional documentation to complete the verification process. Documentation may include such items as tax returns, W-2 statements and a verification worksheet.

**Trinity Institutional Aid:** The Trinity College IDP Institutional Aid Application is required to apply for Trinity Institutional aid assistance. Please follow all of the steps listed below.

### Step 1 Submit the following electronically:

- COMPLETE THE 2018-2019 FAFSA (U.S. and Eligible Non-Citizens only; International students should contact the Financial Aid Office about other required documentation)** – required to apply for federal and state financial aid
  - ▶ **DEADLINE: April 25, 2018** (use income estimates if necessary) for full year or Fall term; **November 15, 2018** for Spring only
  - ▶ Available at [www.fafsa.gov](http://www.fafsa.gov)
  - ▶ Be certain to list **Trinity College's school code: 001414**
  - ▶ **Federal Requirement:** Financial aid applicants selected for FAFSA verification will be required to confirm IRS tax data by using the IRS Data Retrieval Tool or submitting a Tax Return Transcript. The IRS DRT is available within 2-3 weeks after filing if you file electronically, or 8 weeks after filing if you submit a paper copy of your tax return to the IRS.

### Step 2 Submit the following to the Financial Aid Office:

Submit the following required documentation directly to the Financial Aid Office by April 25, 2018 (or November 15, 2018 for Spring 2018 only):

- COMPLETE THE TRINITY COLLEGE IDP INSTITUTIONAL AID APPLICATION** – required to apply for Trinity Institutional financial aid
  - ▶ **DEADLINE: April 25, 2018** for full year or Fall only; **November 15, 2018** for Spring only
    - ▶ Complete all pages of the application. Please do not leave any questions blank. You may download this form from the "Documents" section of our website: <http://www.trincoll.edu/Admissions/finaid/current/IDP>
- ATTACH SIGNED COPIES OF 2016 US FEDERAL TAX RETURNS**
  - ▶ **DEADLINE: April 25, 2018** for full year or Fall only; **November 15, 2018** for Spring only
  - ▶ Both Student & Spouse (if married)
  - ▶ Include all Schedules and W-2 statements
  - ▶ Do NOT include State tax returns
  - ▶ Acceptable Documents: Signed copy of IRS 1040, 1040A, 1040EZ
  - ▶ If you **do not have a copy** of your tax return, request a copy of your return from your preparer or a tax transcript from the IRS at (800) 829-1040.
  - ▶ If you, or your spouse(s), **will not file** a 2015 federal income tax return, please provide a signed statement indicating that you are not required to and will not file a 2015 federal income tax return and include information on any earnings (or none) that you had in 2015.
- SUBMIT BUSINESS TAX RETURNS (if applicable)**
  - ▶ **DEADLINE: April 25, 2018** for full year or Fall only; **November 15, 2018** for Spring only
  - ▶ If you or your spouse own all or part of a **Corporation, S Corporation, or Partnership**, you must submit a complete and signed copy of 2016 IRS form 1120, 1120S, or 1065, with K-1s and all related schedules.
  - ▶ If you or your spouse own a **Sole Proprietorship or a Farm**, submit Schedules C or F with your signed 2016 IRS Form 1040.

**IRS FORM 4868 – Tax Extension (if applicable)**

- ▶ **DEADLINE: April 25, 2018** for full year or Fall only; **November 15, 2018** for Spring only
- ▶ If you or your spouse have secured an extension to file a tax return at a later date, submit a copy of IRS Form 4868, copies of all 2016 W2 forms, and a signed draft copy of the 2016 Federal Tax Return. Do **NOT** wait until you complete your tax returns before submitting the FAFSA online. Use estimates when necessary. Once your 2016 Federal Income Taxes are complete submit a copy to the Financial Aid Office.
- ▶ If you or your spouse have secured an extension to file a tax return at a later date, your financial aid award will be estimated and will be revised upon receipt of the filed tax return.

**REQUIRED REMAINING CREDITS FORM – Required in the term that you will attempt your 30<sup>th</sup> credit**

- ▶ **DEADLINE:** April 25, 2018 if you will attempt your 30<sup>th</sup> credit in the Spring 2018 term; November 15, 2018 if you will attempt your 30<sup>th</sup> credit in the Fall 2018 term

**Other Notes**

**CHECK YOUR FIN AID STATUS**

- ▶ Make sure to monitor your Financial Aid status online. Visit our web module at: <http://FAStatus.trincoll.edu>.

**AWARD NOTIFICATIONS**

- ▶ Renewal award notifications will be sent via email beginning in July to students who submit all documents by the April 25<sup>th</sup> deadline.

**STUDENT BILLS**

- ▶ You will be billed for courses at the beginning of each semester. Bills are due in October for the Fall 2018 semester and in early February for the Spring 2019 semester.

**ENROLLMENT**

- ▶ **Your federal financial aid is based on the number of new credits you take each semester; your institutional financial aid is based on half-time enrollment.** Your financial aid award is not final until after the Add/Drop period ends and your credits have been verified by the Registrar’s Office. When completing the Trinity College IDP Institutional Aid Application, try to anticipate the total number of new credits you will take in both the fall and spring semester (include anticipated study units in your estimate). Financial aid for summer courses is determined using a separate application process.

**You must be registered for at least 2 new credits per semester (the equivalent of half-time status—see chart below) to be eligible for federal loans and institutional funding.**

If eligible, Federal Pell **Grants** may be available for less-than-half-time enrollment. Pell Grant amounts are adjusted according to enrollment status.

Less-than-half time:	0.5 – 1.75 credits
*Half-time:	2 – 2.75 credits
Three-quarter time:	3 – 3.75 credits
Full-time:	4 or more credits

**2018 – 2019 SUMMARY OF APPLICATION DEADLINE**

**Application Due Date:**

April 25, 2018

November 15, 2018

Deadline for submitting all documents for Fall term aid

Deadline for submitting all documents for Spring term aid

**Late applicants will be awarded federal and state aid only**