

FINANCIAL AID APPLICATION INSTRUCTIONS

You must submit the following to be considered for Federal, State and Pratt at Munson-Williams-Proctor Institute aid (including bank loans) for the academic year 2002-2003 (Fall 2002 - Spring 2003):

1. PRATT at Munson-Williams-Proctor Institute APPLICATION FOR FINANCIAL AID.

This form is required of all students applying for Pratt at Munson-Williams-Proctor Institute financial aid.

Be sure that you complete all applicable sections.

2. FREE APPLICATION FOR STUDENT AID (FAFSA).

This form is required for consideration for ALL FEDERAL FINANCIAL AID which includes the following:

Federal Pell Grant

Federal SEOG (Supplemental Educational Opportunity Grant)

Federal Work-Study

Federal Family Education Loans: Stafford (subsidized and unsubsidized) and PLUS (Parent Loans for Students)

NEW STUDENTS: The Free Application for Student Aid (FAFSA) is enclosed. You need to complete this only **once annually** and indicate all the schools to whom you want the results sent. **BE SURE TO INCLUDE PRATT at MUNSON-WILLIAMS-PROCTOR INSTITUTE'S FEDERAL TITLE IV NUMBER: 002798**

3. TAP (TUITION ASSISTANCE PROGRAM) FOR NEW YORK STATE RESIDENTS ONLY.

All **New York State residents** are expected to file a FAFSA which triggers an Express TAP Application (ETA) from New York State Higher Education. If you appear to be eligible we will automatically factor this in when calculating your financial aid.

DEADLINE DATE FOR ALL OF THE ABOVE FORMS: MARCH 1, 2002

Mail the Pratt at Munson-Williams-Proctor Institute Application for Financial Aid to: Financial Aid Office, Pratt at Munson-Williams-Proctor Institute, 310 Genesee Street, Utica NY 13502. Mail the FAFSA form in the self-addressed envelope in the FAFSA booklet.

4. INCOME TAX RETURNS FOR 2001 (Parents and Students).

A **signed copy of all pages and schedules** of the parents' and students' 2001 U.S. Income Tax Return must be submitted. If you or your parents did not submit a tax return for 2001 you must submit a signed **notarized** statement to that effect.

Mail to: Financial Aid Office, Pratt at Munson-Williams-Proctor Institute, 310 Genesee Street, Utica, NY 13502

DEADLINE FOR TAX RETURNS: MAY 15, 2002

5. PERMANENT RESIDENT ALIENS.

Permanent Resident Aliens, refugees and other eligible non-citizens must provide a photocopy of their alien registration card or other documentation (first-time applicants only). If your residence status is not confirmed by the INS, you will be required to submit these documents in person for inspection by a financial aid counselor.

6. SOCIAL SECURITY CARD AND DRIVER'S LICENSE.

A photocopy of your Social Security Card and a photocopy of your driver's license (if you have one) must be submitted with your Pratt at Munson-Williams-Proctor Institute Application for Financial Aid (first-time applicants only).

7. FINANCIAL AID TRANSCRIPT (ONLY FOR SPRING 2001 ENROLLMENT).

If you are a new, transfer student, ask each institution that you previously attended for a Financial Aid Transcript, whether you received financial aid or not.

Mail to: Financial Aid Office, Pratt at Munson-Williams-Proctor Institute, 310 Genesee Street, Utica, NY 13502.

8. FEDERAL STAFFORD SUBSIDIZED, UNSUBSIDIZED AND PLUS LOANS.

Applications must be obtained from the Financial Aid Office, lender or guarantor. Allow 6-8 weeks for processing. A needs analysis is required for all bank loans which means you must file a FAFSA and submit the forms indicated above before we can process any bank loan.

9. INTERNATIONAL STUDENTS.

International students are not eligible for any financial aid except merit scholarships or departmental awards. These awards are usually not made to incoming students but are available after you have completed one or more semesters at Pratt at Munson-Williams-Proctor Institute.



at Munson-Williams-Proctor

Application for Financial Aid 2002-2003

For Office Use Only	
ID Number _____	
Major _____	Cur.Enr. _____

Last Name	First Name	Middle Initial	Social Security Number
Mailing Address	House #/Street (No P.O. Box)		Date of Birth
City/State/Zip			Marital Status [] Single [] Married
Telephone			Number of Dependents _____
State of Legal Residence	Date		Citizenship Status [] U.S. Citizen [] U.S. Permanent Resident Alien Registration # _____ [] Other (Specify Country) _____ Type of Visa _____
Do you have a driver's license?	[] Yes [] No		
State: _____	License		

EDUCATIONAL PLANS

Major _____	Academic Level [] New Freshman [] New Transfer
Residence: [] On campus [] Commuter [] Off Campus	Expected Date of Graduation _____
Academic Status: [] Full-time [] 3/4 time [] 1/2 time	
Estimated Number of Credits: Fall _____ Spring _____	
Note: If you take fewer credits than estimated here, your award may change.	

PREVIOUS EDUCATION

- Date that you graduated or will graduate from high school: _____
Name and location of high school: _____

- If you have attended any other colleges, universities or other postsecondary schools please list below (use separate sheet if necessary):

School	From	To	Degree

PLEASE REQUEST ALL POSTSECONDARY INSTITUTIONS YOU HAVE ATTENDED TO FORWARD A FINANCIAL AID TRANSCRIPT (WHETHER YOU RECEIVED AID OR NOT) TO:
PRATT at MUNSON-WILLIAMS-PROCTOR INSTITUTE FINANCIAL AID OFFICE, 310 GENESEE STREET, UTICA, NY 13502.

- Check One: [] I **did** or **will** file a 2001 Federal Income Tax Return (Form 1040, 1040A, or 1040EZ).
NOTE: A **signed** copy must be submitted to the Financial Aid Office by May 15, 2002.
- [] I **did not** or **will not** file a 2001 Federal Income Tax Return.
Please submit a notarized statement to that effect.

- Check One: [] My parents **did** or **will** file a 2001 Federal Income Tax Return (Form 1040, 1040A, 1040EZ).
NOTE: A **signed** copy must be submitted to the Financial Aid Office by May 15, 2002.
- [] My parents **did not** or **will not** file a 2001 Federal Income Tax Return.
Please submit a notarized statement to that effect.

PLEASE BE SURE TO COMPLETE REVERSE SIDE

PLEASE CHECK ONLY ONE OF TWO:

- I am a dependent student.
- I certify by checking one of the six criteria listed below that I am financially independent from my parents.
I understand that I must provide the indicated documents to verify my independent status.

I CERTIFY THAT I (check one only. If dependent skip this section):

- I was born before January 1, 1979. Provide proof of your date of birth. (A photocopy of any official document, such as birth certificate or drivers license, will be acceptable.)
- I am an orphan or ward of the court. Provide a photocopy of an official court order or other documentation designating that you are either an orphan or a ward of the court.
- I am a veteran of the U.S. Armed Forces. Provide a photocopy of your discharge papers from the armed service (DD214).
- I have legal dependents other than a spouse. If your legal dependent is your child, provide a copy of his/her birth certificate. If he/she is not your child, please contact the Financial Aid Office for assistance.
- I am married. Please provide legal documentation.

CERTIFICATIONS OF ELIGIBILITY

I, the student, certify that I am:

Check one: a U.S. citizen an eligible noncitizen*

* PLEASE SUBMIT APPROPRIATE DOCUMENTATION AS LISTED IN THE FAFSA.

STATEMENT OF EDUCATIONAL PURPOSE/STATEMENT ON REFUNDS AND DEFAULT

I certify that I do not owe a refund on any grant, am not in default on any loan and have not borrowed in excess of the loan limits, under Title IV programs, at any institution. I will use all Title IV money received only for expenses related to my study at Pratt at Munson-Williams-Proctor Institute.

STATEMENT OF REGISTRATION COMPLIANCE

___ I certify that I am registered with Selective Service.

___ I certify that I am not required to be registered with Selective Service because:

- ___ I am female.
- ___ I am in the Armed Services on active duty
(Note: Does not apply to member of the Reserves and National Guard who are not on active duty).
- ___ I have not reached my 18th birthday.
- ___ I was born before 1974.
- ___ I am a permanent resident of the Trust territory of the Pacific Islands or the Northern Mariana Islands.

STATEMENT OF UPDATED INFORMATION

I certify that, as of the date I sign this statement, all items on my FAFSA are accurate as originally reported or I have submitted the appropriate changes that have occurred since I applied (other than any changes caused by my marital status).

I understand that if I have purposely given false or misleading information, Federal Law subjects me to a fine of \$10,000, a prison sentence, or both.

Student's Signature: _____ Date: _____