

MUHLENBERG COLLEGE

Financial Aid Application Procedures

To insure full consideration for all forms of need-based financial aid, complete the following forms by the stated deadlines. The CSS PROFILE form and Free Application for Federal Student Aid (FAFSA) are available in your high school guidance office, from the Muhlenberg College Office of Financial Aid and on the internet. If you wish to be considered only for merit assistance, you do not need to follow these procedures. All students who apply to Muhlenberg College and submit their SAT's or ACT's are automatically considered for merit awards.

January 15th - Complete the *College Scholarship Service (CSS) Financial Aid PROFILE Registration Form* and phone CSS at 1-800-778-6888 with the information from the form or register via the World Wide Web at www.collegeboard.com and click on the PROFILE icon. Within 10-14 days, CSS will send you a customized Financial Aid PROFILE packet that you need to complete and return to them. **Muhlenberg's CSS Code for the PROFILE Form is 2424.**

February 15th - The College Scholarship Service (CSS) Customized Financial Aid PROFILE packet must be at CSS. **(Remember, you may complete this form using estimated income.)**

February 15th - The *Free Application for Federal Student Aid (FAFSA)* must be at the Federal Processor. **Remember, you may complete this form using estimated income. However, the FAFSA may not be mailed earlier than January 1 of your senior year.** The Muhlenberg address and federal code to put on the FAFSA are: Muhlenberg College, 2400 Chew Street, Allentown, Pennsylvania 18104. **The Federal Code Number is 003304.** The FAFSA can be completed on the internet at www.fafsa.ed.gov.

February 15th - The Green *Freshman Muhlenberg College Application for Financial Aid*, available from Muhlenberg College's Office of Financial Aid, must be completed and returned to the Office of Financial Aid.

February 15th - If your parents are divorced or separated, your non-custodial parent must complete a Non-Custodial Parent's Statement and submit it to the Office of Financial Aid. The statement should be in your Customized CSS Financial Aid PROFILE packet. If it is not, please contact our office. Please submit this to the Office of Financial Aid as soon as possible, but no later than March 1st. **A financial aid award will not be made until we receive this form.**

February 15th - If your parents are self-employed, partners in a business, own a farm or own a rental property then a Business/Farm Supplement or a Rental Property Supplement must be completed and submitted to our office. The Business/Farm Supplement should be in your Customized CSS Financial Aid PROFILE packet. The Rental Property Supplement is available from our office. Please do this as soon as possible, but no later than March 1st. **A financial aid award will not be made until we receive this form.**

March 1st - Student and Parent **signed** 2004 Federal Income Tax Returns (all schedules) and W2s must be submitted to the Office of Financial Aid. Please note that if a Telefax is filed, it must be **signed and dated** somewhere on the form before it is submitted to the Office of Financial Aid. **All tax returns MUST BE SIGNED and clearly labeled with the student's name and social security number.** A financial aid package cannot be done without your tax returns. If a federal return will not be filed, a non-tax filers form must be completed. It is available by contacting our office.

We are here to assist you in any way we can. We have designed the checklist (on the back of this form) to help you with the financial aid process and Muhlenberg College's deadlines. If you have any questions or concerns about the financial aid process, please do not hesitate to contact us at 484-664-3175 or at finaid@muhlenberg.edu. If you need to fax any items to us, our fax number is 484-664-3234.

MUHLENBERG COLLEGE FINANCIAL AID APPLICATION CHECKLIST

(Keep for your records)

What	Where to Send	When Due	Submitted On
CSS PROFILE <u>Registration Form</u> to obtain Profile Packet	CSS - over the phone or on the internet	By January 15	_____
CSS PROFILE <u>Packet</u> Muhlenberg's CSS Code is 2424	CSS	Before February 15	_____
Free Application for Federal Student Aid (FAFSA) Muhlenberg's Federal Code is 003304	Federal Processor	After January 1, before February 15	_____
Photocopy of PROFILE Form and FAFSA			Keep for your files
Green Freshman Muhlenberg College Application for Financial Aid	Muhlenberg College	By February 15	_____
If necessary, Business/ Farm Supplement, Non- Custodial Parent's Statement or Rental Property Supplement*	Muhlenberg College	By February 15	_____
<u>Signed</u> copy of parents' 2004 Federal Income Tax Return or Non-filers Statement*	Muhlenberg College	By March 1	_____
<u>Signed</u> copy of student's 2004 Federal Income Tax Return or Non-filers Statement*	Muhlenberg College	By March 1	_____
Copies of parents' and student's W-2 forms, Social Security statements or 1099	Muhlenberg College	By March 1	_____

*Available upon request from Muhlenberg College's Office of Financial Aid

Muhlenberg College does not discriminate on the basis of gender, race, creed, national origin, sexual orientation or handicap as defined by law in its administration of admissions, financial aid, employment or personnel decisions, nor in all other activities and programs of the College. All discrimination concerns and inquiries should be made to the Office of Human Resources at 484-664-3166 (Third Floor, Haas College Center).