

## Getting Started

### *Create an FSA ID*

The FSA ID allows users to electronically access personal information on Federal Student Aid Web sites as well as electronically sign a FAFSA. Create your FSA ID at [fsaid.ed.gov](http://fsaid.ed.gov).

Collect federal income tax returns, W-2(s) and other records of income for both you and your parents. A full list of what you need is at [www.fafsa.gov](http://www.fafsa.gov). Haven't completed your taxes at the time you apply? Estimate the tax information, complete the FAFSA, and correct the information later.

## Filing the FAFSA

### **Longwood's priority filing date is March 1.**

All students applying for assistance MUST file a FAFSA [www.fafsa.gov](http://www.fafsa.gov). Longwood's priority filing date is **March 1**. Complete, on-time applications will receive first consideration for assistance. Grant funds are expended quickly – file early to ensure full consideration. If you/your family will not file federal tax returns before the priority filing date, complete the FAFSA using your best estimates.

If you are under 24 years of age, you will more than likely be required to file the FAFSA as a dependent of your parents. If parental information is required and not completed, your application will be returned from the processor causing a delay. If you are uncertain whether or not to include your parents' information, ask the Office of Financial Aid.

### **Helpful Hints to know and common errors to avoid when completing the FAFSA:**

1. Answer all questions.
2. Report all types of untaxed income. Common omissions include: payments to tax deferred pension plans, which can be found on the W-2 wage statement, Box 12, codes D-H and S.
3. If your parents are divorced and your custodial parent has remarried, the stepparent's information must be included on the FAFSA.

4. When reporting child support received, make sure you include all children for which support was received, not just the student.

5. Do not send tax returns to the Office of Financial Aid; they are no longer used in the verification process. If selected for Verification, you must provide IRS tax transcripts, instead.

6. Be sure to sign and have at least one parent sign the FAFSA, using your FSA IDs each time you complete or make changes to your FAFSA.

7. If your parents are separated, divorced, or one parent is deceased, but a joint federal tax return was filed, complete the FAFSA using only your custodial parent's information.

8. Be sure to list all colleges you wish to receive a processed copy of your FAFSA. Review your SAR (Student Aid Report) when it is returned to you. Make any corrections on the FAFSA website.

If you feel the FAFSA does not project a true picture of your family's financial situation, you can request a review. We will need to complete the verification process before any adjustment is made. Some valid special circumstances would include: death, separation, divorce, disability, loss of employment, and medical/dental emergencies. Documents must be received by the bill due date of the Spring semester.

Make sure the student's full name and Longwood ID are on all correspondence when sending documentation for a review.

## The Verification Process

The federal processor randomly selects a certain number of FAFSA applications for review by the Office of Financial Aid. If you are selected, you will be notified via the comments on your SAR and we will also send you an e-mail notification of the documents you will be required to furnish. All emails will be sent to the student's Longwood email account.

## Reviewing Your Student Aid Report (SAR)

The Department of Education will send you your SAR – a summary of information provided on the FAFSA, along with any comments and requests for additional information. Review it for accuracy and make any needed changes at [www.fafsa.gov](http://www.fafsa.gov). This report will contain your expected family contribution (EFC), which is used to determine your student aid eligibility.

## Awarding Financial Aid

All loan offers must be accepted before they are processed. Once all loan requirements are met, your loans will show as pending credit to your Longwood student account. Work Study offers must also be accepted. Those funds are not credited to your account. You earn a paycheck each month for hours worked.

If a change is made in your award, you will receive a REVISED award notice to your Longwood email account. In some instances, you may have a revised loan offer that you would need to accept.

Please remember, any outside scholarships you receive will count in your financial aid package and must be reported to us as soon as possible. Outside assistance may cause a change in aid. Freshmen with Federal Work Study are automatically assigned to the dining hall. Once you have accepted Federal Work Study (via the myLongwood Portal), the dining hall will contact you with further information. All returning students should check the following website for job information:

[www.longwood.edu/career](http://www.longwood.edu/career) - click on campus jobs.



## General Information

Financial aid is based in part on student enrollment statuses of full time, three-quarter time, or half time. Longwood initially awards all students as full time. If your status changes, your aid may be adjusted.

It is the student's responsibility to check their Longwood email regularly and to respond to any requests for information in a timely fashion.

Financial Aid for summer school is very limited as it is awarded from remaining funds from the previous academic year. Students must complete an additional paper application for summer aid, which will be available on the Financial Aid website by mid-March.

Students must sign an information release consent form with the Registration office in order for the financial aid staff to discuss financial aid information with anyone other than the student.

For information about Federal loans, please visit: [www.studentloans.gov](http://www.studentloans.gov).

You must meet Satisfactory Academic Progress (SAP) standards in order to receive any financial aid (this excludes some private student loans). Parents will be unable to obtain a Plus loan if you are not passing SAP. More information can be found at: [www.longwood.edu/financialaid/policies.htm](http://www.longwood.edu/financialaid/policies.htm).

## Financial Aid Checklist

- September**  
Meet with guidance counselor to discuss available scholarships/research scholarship money online.
  - October – February**  
Attend local/regional college fairs and financial aid fairs.
- File your Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). Both students and parents must have an FSA ID to sign the FAFSA. Encourage parents to complete their income tax returns as quickly as possible, to make the process easier, although not required to file the FAFSA.

Watch your mail or email for your Student Aid Report (SAR). This is generated from your FAFSA. Please check this report to ensure all information is correct. Make any needed corrections at [www.fafsa.gov](http://www.fafsa.gov)

- Early Spring**

Watch the mail for your Financial Aid Package estimate and activate your Longwood email account.

- May 1**

Submit your deposit to secure your spot.

- June**

Let the Office of Financial Aid know about any outside scholarships, grants, or other kinds of student aid from outside sources that you will receive. Complete federal requirements for education loans.

- July**

Sign up for Direct Deposit in order to receive your student loan refund faster.



## For More Information

### OFFICE OF FINANCIAL AID

Longwood University  
201 High Street  
Farmville, VA 23909  
434.395.2077  
[finaid@longwood.edu](mailto:finaid@longwood.edu)

When completing the FAFSA, free information is available from your high school counselor, the Office of Financial Aid ([finaid@longwood.edu](mailto:finaid@longwood.edu)/434.395.2077) or the U.S. Department of Education at [www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov) or 1-800-4-FED-AID  
**YOU NEVER HAVE TO PAY TO FILE A FAFSA!**



# Financial Aid