



BOSTON COLLEGE

2014-2015 UNDERGRADUATE FINANCIAL AID APPLICATION INSTRUCTIONS

STEP 1

☐ 2014-2015 FAFSA

- **Deadline:** April 15, 2014. Allow 3-4 weeks for processing.
- Available online after January 1, 2014, at www.fafsa.ed.gov. (Use income estimates if necessary.)
- List Boston College's school code as "002128."
- FAFSA on the web includes an IRS Data Retrieval tool for initial and renewal applications. This feature enables the transfer of tax return data from an IRS website directly to your FAFSA. It is strongly encouraged that you use this feature if available to you. For more information, visit www.bc.edu/irsdata.
- **NOTE:** You will need a PIN to electronically sign your FAFSA or Renewal FAFSA. If you do not have or do not remember your PIN, visit www.pin.ed.gov.

STEP 2

☐ Boston College Financial Aid Application

- **Deadline:** April 15, 2014.
- The application form and instructions can be downloaded at www.bc.edu/undergradaid.
- Complete all five pages of this application. Do not leave any questions blank. If a question does not apply, note "N/A" in the space provided. **Questions left blank will delay the review of your file.**
- Both the student and the custodial parent(s) **must sign this application.**

STEP 3

☐ Copies of the 2013 U.S. Federal or Foreign Tax Returns

- **Deadline:** April 15, 2014.
- **Student and custodial parent(s) 2013 tax returns, including all schedules and W-2s:** Submit a copy of IRS 1040, 1040A, 1040EZ, or translated foreign income tax return with all schedules. If you or your parent(s) file taxes electronically, the filer must still submit a copy of the tax return..
- Tax returns are still required to be submitted to BC even if the IRS Data Retrieval tool was used on the FAFSA.
- **Non-tax filer:** Complete the Sources of Untaxed Income section on the Undergraduate Financial Aid Application form.
- If you do not have a copy of your tax return, request one from your preparer or from the IRS at (800) 829-1040.

STEP 4

☐ IRS Form 4868 Tax Extensions (if applicable)

- **Tax Extensions:** Submit a copy of IRS Form 4868 along with copies of all 2013 W-2 forms or a statement of earnings if self-employed, along with the 2014-2015 Undergraduate Financial Aid Application. Do not wait until you complete your tax returns before submitting the FAFSA and the Boston College Application. Use 2012 tax data to estimate and be sure to submit 2013 tax data as soon as completed. An application filed with an extension will be reviewed at the discretion of the financial aid counselor. It may be necessary to wait until 2013 taxes are completed to review your application. Aid that is awarded based on tax extension information will not be considered final or be applied to the student's account until the actual tax return is received and the application is verified.
- Tax returns are still required to be submitted to BC even if the IRS Data Retrieval tool was used on the FAFSA.

STEP 5

☐ Business Tax Returns

- **Deadline:** April 15, 2014.
- **Self-Employed:** Submit schedule C and/or E from your 1040 to the Office of Student Services.
- **Corporation, S Corporation, or Partnership:** Submit a completed copy of 2013 IRS Form 1120, 1120S, or 1065, with K-1s and all schedules.
- **Farm:** Submit schedule F with the completed 2013 IRS Form 1040.
- **2014-2015 Business/Farm Supplement:** If you or your parent(s) own any interest in a farm, the Business/Farm Supplement (BFS) must be submitted for each farm owned. In some cases, you may also be asked to submit the BFS if your parent(s) are self-employed; please refer to your application status online for required documents. If a question does not apply, note "N/A" in the space provided.. **Questions left blank will delay the review of your file.** The BFS form can be downloaded from www.bc.edu/undergradaid.

STEP 6

☐ Noncustodial Parent Information (if applicable)

- **Deadline:** April 15, 2014.
- **2014-2015 Noncustodial Parent's Statement:** If your biological parents are divorced, separated, or were never married, submit the Noncustodial Parent's Statement (NCPS). Your noncustodial parent must complete every question on the NCPS form. If a question does not apply, note "N/A" in the space provided. **Questions left blank will delay the review of your file.** Any special circumstances should be addressed in writing and include your name and Eagle ID number. The NCPS form can be downloaded from www.bc.edu/finaidforms.
- **Noncustodial parent 2013 Federal Income Tax Return(s), including all schedules and W-2s**
- **Tax Extensions:** A copy of IRS Form 4868, along with copies of all 2013 W-2 forms or a statement of earnings if self-employed, must be submitted along with the 2014-2015 Noncustodial Parent Statement. Use 2012 tax data to estimate and be sure to submit 2013 tax data as soon as it is completed. An application filed with an extension will be reviewed at the discretion of the financial aid counselor. It may be necessary to wait until taxes are completed to review your application. Aid that is awarded based on tax extension information will not be considered final or be applied to the student's account until the actual tax return is received and the application is verified.
- **Self-employed:** If your noncustodial parent owns all or a portion of a business, refer to the business requirements listed under Step 5 (above) on this instruction sheet.

FINANCIAL AID TIMELINE

April	Undergraduate application deadline
June	Award notifications are generally available for on-time (April 15) applications in late June First eBill for fall semester
August	Fall semester bill due
October	Sibling Enrollment Verification deadline (if applicable)
November	Spring eBill sent
December	Spring semester bill due
January	BC financial aid application emailed

ADDITIONAL ONLINE RESOURCES

Application materials	www.bc.edu/undergradaid
Application status	www.bc.edu/finaidapp
Frequently asked questions	www.bc.edu/finaidfaq
Payment options	www.bc.edu/paymentoptions
Student Employment	www.bc.edu/studentemployment
Student Services	www.bc.edu/studentservices

ADDITIONAL INFORMATION

Include student Eagle ID number on each page of your application material and mail to:

Boston College
Financial Aid Processing Center
P.O. Box 489
Randolph, MA 02368

If you have any questions regarding the 2014-2015 financial aid process, contact the Office of Student Services at (800) 294-0294 prior to the deadlines noted above.

Financial aid renewal is not automatic. Students must reapply for financial aid each year in which they would like to be considered for assistance. You may check the status of your application online at www.bc.edu/finaidapp. Students with a BC username and password can also check their status through their Agora Portal at portal.bc.edu.

All aid application forms, correspondence, and supporting documents, including federal tax returns, become the property of Boston College once submitted to the Boston College Financial Aid Processing Center. The Office of Student Services at Boston College is committed to becoming a paperless environment. All submitted materials are imaged and the paper originals are destroyed within 30 days of receipt. Therefore, the University is unable to return original documents to students or their families.



BOSTON COLLEGE

2014-2015 UNDERGRADUATE FINANCIAL AID APPLICATION

All students applying for financial assistance, their spouses (if applicable), and their parents are required to complete all sections, attach requested documentation, and sign this form. Include your name and Eagle ID number in the upper-right hand corner of all correspondence. The 2014-2015 financial aid application will not be considered complete nor can an award be made until all forms are properly completed, signed, and received by the BC Financial Aid Processing Center. Keep copies of all forms you submit for your records. **Please note that students must reapply for financial aid each year. Students must plan ahead and be prepared to pay for books and/or living expenses until the funds have been disbursed.**

1. STUDENT GENERAL INFORMATION

Student Name _____

Social Security Number _____ Eagle ID Number _____

Permanent Address _____
street city state zip

Permanent Phone Number (_____) _____ Date of Birth _____
mm/dd/yyyy

Student Cellular Telephone (_____) _____ Email: Your BC email account will be used.

Student Marital Status ☐ Single ☐ Married ☐ Divorced/Separated ☐ Widowed

Spouse's Name _____

Housing status for Fall Semester 2014: ☐ on-campus ☐ off-campus ☐ commuter ☐ studying abroad

Housing status for Spring Semester 2015: ☐ on-campus ☐ off-campus ☐ commuter ☐ studying abroad

Number of Credits: Fall Semester 2014 _____ Spring Semester 2015 _____

What is your expected graduation date (month and year)? ☐ May 20____ ☐ August 20____ ☐ December 20____

2. PARENT GENERAL INFORMATION

Are your biological/adoptive parents:

☐ married ☐ separated ☐ divorced ☐ unmarried living together ☐ unmarried living separately ☐ widowed

Custodial Parent: This is the parent and/or stepparent with whom you reside when not in school. This should be the same as the custodial parent listed on your FAFSA.

Parent One

☐ father ☐ stepfather ☐ legal guardian
☐ mother ☐ stepmother ☐ other

Name _____
Social Security Number _____
Daytime Telephone (_____) _____
Email _____

Parent Two

☐ father ☐ stepfather ☐ legal guardian
☐ mother ☐ stepmother ☐ other

Name _____
Social Security Number _____
Daytime Telephone (_____) _____
Email _____

Noncustodial Parent (if applicable): To be completed if parents are divorced, separated, or unmarried living separately.

Year of separation: _____ Year of divorce: _____

Noncustodial Parent's Name _____ Social Security Number _____

Noncustodial Parent's Telephone (_____) _____ Email _____

Spouse's Name (if applicable) _____ Social Security Number _____

3. INCOME VERIFICATION**Are you required to file a 2013 U.S. federal tax return or foreign tax return?**

Student Custodial Parent(s)

- ☐ ☐ Yes, I (we) have filed a 2013 federal income tax return. A copy complete with all schedules and W-2 forms is attached, if not previously submitted.
- ☐ ☐ Yes, I (we) have requested a tax extension from the IRS. (See step 4 of the Financial Aid Application Instructions.)
- ☐ ☐ No, I (we) have not and will not file a 2013 federal income tax return. (If you did work and received a 2013 W-2 or 1099, submit a copy.)

If you are selected for federal verification by the Department of Education, this will be indicated on your Student Aid Report (SAR), which will be emailed to you after submission of your 2014-2015 FAFSA, so carefully review your SAR for any additional requirements. Your FAFSA data also needs to reflect your actual 2013 federal income tax return data, which can be provided by selecting the IRS Data Retrieval option on the FAFSA. If you do not select this option, upon notification, you will need to obtain a 2013 tax return transcript from the IRS and provide this transcript to Boston College. For more information, visit www.bc.edu/irsdata.

4. SOURCES OF UNTAXED INCOME

List the total amounts of all sources of untaxed income received in 2013. Do not leave blanks. Enter "N/A" or zeros where appropriate.

	Parent(s)	Student
Income Earned from Work (if return not filed)	\$ _____	\$ _____
Aid to Families with Dependent Children (AFDC)	\$ _____	\$ _____
Housing and Other Living Allowances	\$ _____	\$ _____
Food Stamps (documentation required)	\$ _____	\$ _____
Other (specify source)	\$ _____	\$ _____

Social Security benefits for all family members in 2013:

Student _____ Amount \$ _____

Parent _____ Amount \$ _____

Sibling(s) _____ Amount \$ _____

Child support received for all children in 2013:

Person Paid to _____ Child's name _____ Amount \$ _____

Child's name _____ Amount \$ _____

Child's name _____ Amount \$ _____

5. EXPENSES

Child support paid by the custodial parent in 2013. Do not leave blanks. Enter "N/A" or zeros where appropriate.

Person Paid to _____ Child's name _____ Amount \$ _____

Child's name _____ Amount \$ _____

Child's name _____ Amount \$ _____

Report all elementary, junior high, and high school tuition paid in 2013 for dependent children, excluding the student applicant.

Please do not include college tuition payments.

Child's name _____ Amount \$ _____

Child's name _____ Amount \$ _____

Child's name _____ Amount \$ _____

6. FAMILY ASSETS (CURRENT VALUE)

Do not leave blanks. Enter "N/A" or zeros where appropriate.

Student

Parent(s)

Sibling(s)

Cash and Savings	\$ _____	\$ _____	\$ _____
Trusts	\$ _____	\$ _____	\$ _____
Investments, including Stocks, Bonds, CDs, etc. (Do not include retirement savings such as pension plans, 401K, 403B, etc.)	\$ _____	\$ _____	\$ _____
Educational Savings Plan	\$ _____	\$ _____	\$ _____
Prepaid Tuition Plan	\$ _____	\$ _____	\$ _____

7. PARENT(S) ASSET AND EXPENSE INFORMATION

Do not leave blanks. Enter "N/A" or zeros where appropriate.

Current Value

Current Debt

Housing Status <input type="checkbox"/> Own Monthly Mortgage Amount \$ _____ <input type="checkbox"/> Rent Monthly Rental Amount \$ _____ <input type="checkbox"/> Other (Explain) _____ _____	Fair Market Value of Property \$ _____ Purchase price \$ _____ Year purchased _____	Primary Mortgage Loan Balance \$ _____ Date: _____ Secondary Mortgage Loan Balance \$ _____ Date: _____ Home Equity Line of Credit Balance \$ _____ Date: _____
Other Real Estate Address _____ Street _____ City _____ State _____ Zip _____	Fair Market Value of Property \$ _____ Purchase price \$ _____ Year purchased _____	Primary Mortgage Loan Balance \$ _____ Date: _____ Secondary Mortgage Loan Balance \$ _____ Date: _____ Home Equity Line of Credit Balance \$ _____ Date: _____
Other Real Estate Address _____ Street _____ City _____ State _____ Zip _____ (If more than two, indicate additional property information in Section 11 on page 5.)	Fair Market Value of Property \$ _____ Purchase price \$ _____ Year purchased _____	Primary Mortgage Loan Balance \$ _____ Date: _____ Secondary Mortgage Loan Balance \$ _____ Date: _____ Home Equity Line of Credit Balance \$ _____ Date: _____
Business/Farm % of ownership # of employees (Check all that apply) <input type="checkbox"/> Schedule C Sole Proprietorship* _____ <input type="checkbox"/> Partnership* _____ <input type="checkbox"/> S Corporation* _____ <input type="checkbox"/> C Corporation* _____ <input type="checkbox"/> Farm* _____ *Attach corresponding tax return.	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____
Retirement Savings (Pension plans, 401K, 403B, etc.)	\$ _____	\$ _____

8. FAMILY INFORMATION

In the family grid below, please list the name, age, and relationship for each family member living in your household. You should always include yourself, spouse (if applicable), parents (if you are considered dependent) and your dependent children (if you are considered independent and provide more than half their support). Also include siblings and other relatives for whom you and/or your parents will be providing more than half of their support from July 1, 2014 to June 30, 2015.

Name	Age	Relationship to Student
1. Boston College Student		Self
2.		
3.		
4.		
5.		
6.		

Will any of the above family members (besides your parents) attend college in the 2014-2015 academic year? If yes, provide the following information for each family member that will attend college. Include college information only if enrolled at least half-time in a degree granting program (please note, parent's enrollment in college is not considered). If the school or college is undecided, update the Office of Student Services in writing when a decision is made. Verification of sibling(s) enrollment in college for the 2014-2015 academic year will be required in September 2014. Adjustments will be made for siblings whose attendance plans have changed, are considered independent for federal aid, or for whom there is a minimal parent contribution.

Name of Family Member	Name of College	Expected Graduation Year	Full Time or Half Time	Undergrad or Grad	Non-Need Based Aid Amount
1. Student	Boston College				
2.					
3.					
4.					

9. OUTSIDE ASSISTANCE

Please list the name and annual amount of any outside scholarship or tuition benefit that you have been awarded for the 2014-2015 academic year. Be sure to indicate if the scholarship is renewable for future years. Attach a copy of the notification/award letter.

Outside Scholarship/Resource Information

Name of Scholarship or Resource	Source/Agency	Amount for 2014-2015	Renewable
1.			<input type="checkbox"/> Yes <input type="checkbox"/> No
2.			<input type="checkbox"/> Yes <input type="checkbox"/> No
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No

All outside award checks should be sent to Boston College, Office of Student Services, Lyons Hall, 140 Commonwealth Avenue, Chestnut Hill, MA 02467. Please include Eagle ID Number.

10. SUMMER FEDERAL WORK-STUDY

Students interested in applying for summer work-study should complete the undergraduate summer work-study application available at www.bc.edu/undergradaid. A complete application for assistance is required to determine eligibility for summer work-study.

11. ADDITIONAL INFORMATION/SPECIAL CIRCUMSTANCES

Use the following space to answer any questions more completely or to explain any special circumstances you wish to bring to the attention of your Financial Aid Counselor. Please be as specific as possible, including dates, dollar amounts, and documentation when appropriate. **If your parent(s) have experienced a loss of job, change of income, etc.,** visit our website at www.bc.edu/undergradaid for additional information.

12. 2014-2015 LATE APPLICATIONS ARE SUBJECT TO THE FOLLOWING PENALTY STRUCTURE

Applications that are postmarked after stated deadlines will be considered LATE. Late applications will be reviewed as time and funds permit. Applications and supporting materials that are postmarked after April 15, 2014, may not be awarded Boston College Grant funds even if such funds have been received in the past. Late applications will be reviewed only after all on-time, completed applicants have been reviewed.

Application Received	Late Penalty
After May 4	\$1,000 decrease to Boston College Grant Funding, if applicable
After July 1	\$2,000 decrease to Boston College Grant Funding, if applicable
After September 1	\$3,000 decrease to Boston College Grant Funding, if applicable

13. STATEMENTS AND SIGNATURES

I, the student, we, the parents, and student's spouse (if applicable) certify that all information presented is correct at this time and that I/we will send timely notice of any significant change in my/our family situation, family income or assets, or upon receipt of other scholarships or grants. If I am selected as a recipient of a Boston College endowed or donor-sponsored award, I agree to allow the release of pertinent information by college officials. I further agree to the release of any application information to federal and state agencies.

I, the student, affirm that I will be attending Boston College on at least a half-time basis and that I must maintain satisfactory progress in the course of study that I am pursuing according to the standards and practices of Boston College. In addition, I authorize Boston College to retain federal financial aid funds to cover the cost of tuition, fees, room, board, and other costs associated with my attendance at Boston College. If at any time I wish to change this authorization, I understand that I must notify the Office of Student Services in writing of the change.

The student and at least one parent (and the student's spouse, if applicable) must sign this form.

Student's Signature _____ Parent's Signature _____

Date _____ Date _____

Spouse's Signature _____ Parent's Signature _____

Date _____ Date _____

Notice of Nondiscrimination

Founded by the Society of Jesus in 1863, Boston College is dedicated to intellectual excellence and to its Jesuit, Catholic heritage. Boston College recognizes the essential contribution a diverse community of students, faculty and staff makes to the advancement of its goals and ideals in an atmosphere of respect for one another and for the University's mission and heritage. Accordingly, Boston College commits itself to maintaining a welcoming environment for all people and extends its welcome in particular to those who may be vulnerable to discrimination on the basis of their race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, military status, or other legally protected status.

Boston College rejects and condemns all forms of harassment, wrongful discrimination and disrespect. It has developed procedures to respond to incidents of harassment whatever the basis or circumstance. Moreover, it is the policy of Boston College, while reserving its lawful rights where appropriate to take actions designed to promote the Jesuit, Catholic principles that sustain its mission and heritage, to comply with all state and federal laws prohibiting discrimination in employment and in its educational programs on the basis of a person's race, color, national origin, sex, religion, disability, age, marital or parental status, genetic information or family medical history, or military status, and to comply with state law prohibiting discrimination on the basis of a person's sexual orientation.

To this end, Boston College has designated its Executive Director for Institutional Diversity to coordinate its efforts to comply with and carry out its responsibilities to prevent discrimination in accordance with state and federal laws, including Title VI, Title IX, Section 504 and the ADA. Any applicant for admission or employment, and all students, faculty members and employees, are welcome to raise any questions regarding this notice with the Executive Director for Institutional Diversity: Boston College Office for Institutional Diversity (OID), 140 Commonwealth Avenue, Chestnut Hill, MA 02467, Phone: 617-552-2323, Email: diversity@bc.edu

The Executive Director for Institutional Diversity oversees the efforts of the following additional Title IX coordinators: (i) Student Affairs Title IX Coordinator (for student sexual harassment complaints), 260 Maloney Hall, Chestnut Hill, MA 02467, reachable at 617-552-3482 or (odair@bc.edu); (ii) University Harassment Counselor, reachable via OID (see above contact information); and (iii) Athletics Title IX Coordinator, the Senior Women's Administrator, 310 Conte Forum, Chestnut Hill, MA 02467, reachable at 617-552-4801 or (jody.mooradian@bc.edu).

In addition, any person who believes that an act of unlawful discrimination has occurred at Boston College may raise this issue with the Assistant Secretary for Civil Rights of the United States Department of Education.