



St. Andrews

A College Where *You* Can...

COMPLETING THE FAFSA: HOW TO AVOID MISTAKES

The FAFSA (Free Application for Federal Student Aid) is a comprehensive form used for state, federal and institutional grants. All students should complete the FAFSA to determine eligibility, it does not mean you must accept those funds for which you are eligible. St. Andrews believes strongly in utilization of the FAFSA and provides a \$1000 grant for the submission of a completed FAFSA prior to April 15.

BEFORE YOU FILE:

- **FILE ONLINE**, do not use the paper version. Go to www.fafsa.gov; do not use any other fafsa site or pay for filing your FAFSA.
- **Get a PIN (Person Identification number)**. The student and the parent must get a separate PIN. You can get the PIN while you complete the FAFSA and it will be revealed to you. Remember your PIN, you will use it in the future. This will always be your PIN. Parents will use the same PIN for every child's FAFSA. Students will use the same PIN for every school.
- **Get together the necessary paperwork before you file:**
 - Student social security number
 - Parents' federal income tax return and W-2 from the previous year
 - Student driver's license number
 - Documentation of any untaxed income such as child support or worker's compensation
 - Current bank statements

- Information on investments.
- It is not necessary to complete your 2010 taxes. You can complete the FAFSA with estimated numbers and then go back and file your information.
- List ALL household members. Be sure to list any dependent children if you provide half the support, regardless of whether they live with you or how many tax exemptions you take.
- “You” is NOT “you the parent”. YOU is the student.
- Don’t inflate your wealth. Make sure you list your assets as of the date you complete the FAFSA, not the end of the calendar year.
- List St. Andrews code 001540 so that St. Andrews will receive your FAFSA information electronically
- Common mistakes to avoid:
 - Use legal names as it appears on your Social Security Card; no nicknames
 - Don’t leave a field blank; use a 0 if the question does not apply to you.
 - Include yourself in the household
 - Make sure student and parent sign with their separate PIN

AFTER YOU FILE:

- You will receive a Student Aid Report (SAR) with your official Expected Family Contribution (EFC). St. Andrews will use this information to create a package for you that will outline any grants, scholarships and loans for which you are eligible.
- You will then receive an award letter, that outlines your package. You will need to accept, modify, or decline the offer. Award letters will begin distribution in early March and continue until the term begins.