



**VILLANOVA UNIVERSITY**

**RETURNING UNDERGRADUATE STUDENT INSTITUTIONAL FINANCIAL AID APPLICATION  
2012-2013 ACADEMIC YEAR**

**A. STUDENT INFORMATION** (PLEASE PRINT OR TYPE IN BLACK OR BLUE INK.)

Name: \_\_\_\_\_

Villanova University Number (8 Digit Number): \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Permanent Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

During the 2012-2013 academic year, I will be enrolled in a degree seeking program as: (check all that apply)

- Full-time Day    Full-time Evening    Part-time Day    RN/BSN Gateway Program  
 Part-time Evening    BSN Alternate Sequence

Do you have a Bachelor's degree?    Yes    No      Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expected date of graduation from Villanova University: \_\_\_\_\_ (month)/ \_\_\_\_\_ (year)

Residency Status for 2012-2013:    Commute from parents'/relatives' home    Residence Hall    Off-campus

Are you a U.S. citizen, U.S. national or eligible non-citizen?    Yes    No

Will you study abroad 2012-2013?    Yes    No   If yes, which semester? \_\_\_\_\_

What country? \_\_\_\_\_ What is the name of the host school? \_\_\_\_\_

**SOURCES OF AID**

Will you receive outside assistance (example: scholarship, employer reimbursement or employer tuition payments) in 2012-2013?    Yes    No

If yes, please specify the source and amount. Source: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**B. INSTRUCTIONS: DEPENDENT STUDENTS – Parent(s)/Stepparent complete the following items.  
INDEPENDENT STUDENTS – You (and your spouse, if married) complete the following items.**

FATHER OR STEPFATHER of Dependent Student  
(*Student, if Independent*)

Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Does employer provide W-2 and/or 1099/1099R form?    Yes    No

Day Phone Number: \_\_\_\_\_

Current Marital Status: \_\_\_\_\_

MOTHER OR STEPMOTHER of Dependent Student  
(*Spouse of Independent Student, if married*)

Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Does employer provide W-2 and/or 1099/1099R form?    Yes    No

Day Phone Number: \_\_\_\_\_

Current Marital Status: \_\_\_\_\_

**C. NON-CUSTODIAL PARENTAL INFORMATION**

Name of Parent with whom you do **not** live: \_\_\_\_\_ Date of divorce/separation: \_\_\_\_\_ / \_\_\_\_\_  
Month Year

Total child support received from non-custodial parent in 2011 \$ \_\_\_\_\_

Will the non-custodial parent contribute toward the student's education in addition to child support?    Yes/undetermined    No

If yes, indicate amount, or if undetermined, estimate the amount \$ \_\_\_\_\_ (do not leave blank.)

**D. PARENTS OF DEPENDENT STUDENT (OR INDEPENDENT STUDENT):**

List all dependents in your household whom you will support between July 1, 2012 and June 30, 2013 (attach a sheet if additional space is needed). Do not include any dependents not living with you for whom you pay child support. Independent students include spouse, if applicable.

NAME	RELATIONSHIP TO STUDENT WHO IS ATTENDING VILLANOVA	AGE	IF ATTENDING SCHOOL IN 2012-2013 LIST SCHOOL NAME	IS STUDENT ATTENDING FULL OR PART-TIME IN 2012-2013	YEAR IN SCHOOL/ COLLEGE IN 2012-2013 (EXAMPLE: 6TH GRADE, JUNIOR, ETC.)	EXPECTED DATE OF GRADUATION (MONTH & YEAR)
(APPLICANT)	VILLANOVA STUDENT		VILLANOVA UNIVERSITY	(FT OR PT)		

For purposes of Villanova University Grant, siblings enrolled in graduate school, enrolled in a military academy or college, pursuing a second baccalaureate degree or enrolled on a part-time basis in undergraduate education, will not be considered in determining the Expected Family Contribution for Villanova University Grant assistance.

**DO NOT LEAVE ANY QUESTIONS BLANK. IF \$0 OR "NOT APPLICABLE," INDICATE \$0 OR N/A.**

**E. TAX FILING INFORMATION:**

Tax returns include the 2011 IRS Form 1040, 1040A, 1040 EZ, a Tax Return from Puerto Rico or a Foreign Income Tax Return.

Parent and Student **MUST EACH** check one of the following three options:

- |   |                          |                |                          |                          |                          |                          |                          |                          |                          |                          |   |
|---|--------------------------|----------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <table border="0"> <tr> <td style="width: 50px;"><b>Parent</b></td> <td style="width: 50px;"><b>Student</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> | <b>Parent</b>            | <b>Student</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Signed 2011 tax return and all tax schedules attached, with W-2 and 1099/1099R forms used to complete tax return.</p> <p>I will file my 2011 tax return and will submit it to Villanova University by _____(date). This serves as a "tax extension request" for our financial aid application process. If filing after the April 17, 2012 deadline submit a copy of <b>Form 4868</b> (Application for Automatic Extension of Time to File U.S. Individual Tax Return).</p> <p>I will not file and am not required to file a 2011 Tax Return. Attach all W-2 forms or other earnings statements if you worked.<br/>List Amount and Source(s) of income: \$ _____</p> <p>I will not file and am not required to file a 2011 Tax Return. Attach all W-2 forms or other earnings statements if you worked.<br/>List Amount and Source(s) of income: \$ _____</p> |
| <b>Parent</b>   | <b>Student</b>           |                |                          |                          |                          |                          |                          |                          |                          |                          |   |
| <input type="checkbox"/>  | <input type="checkbox"/> |                |                          |                          |                          |                          |                          |                          |                          |                          |   |
| <input type="checkbox"/>  | <input type="checkbox"/> |                |                          |                          |                          |                          |                          |                          |                          |                          |   |
| <input type="checkbox"/>  | <input type="checkbox"/> |                |                          |                          |                          |                          |                          |                          |                          |                          |   |
| <input type="checkbox"/>  | <input type="checkbox"/> |                |                          |                          |                          |                          |                          |                          |                          |                          |   |

**F. UNTAXED INCOME INFORMATION:**

Untaxed income received in 2011, estimated information can be used. (Note: Untaxed income is not necessarily the same as untaxed income according to the Federal Tax Code)

Parent		Student/Spouse
\$ <input style="width: 80px;" type="text"/>	Disability Benefits	\$ <input style="width: 80px;" type="text"/>
\$ <input style="width: 80px;" type="text"/>	Housing, food, and other living allowances	\$ <input style="width: 80px;" type="text"/>
\$ <input style="width: 80px;" type="text"/>	Other income received on your behalf such as child support, non education VA benefits	\$ <input style="width: 80px;" type="text"/>

**FOR THE PURPOSE OF THE VILLANOVA UNIVERSITY GRANT THE FOLLOWING INFORMATION IS REQUIRED.**

**G. VILLANOVA UNIVERSITY REQUIRED INFORMATION**

Parent		Student/Spouse
\$ <input style="width: 80px;" type="text"/>	VA Benefits	\$ <input style="width: 80px;" type="text"/>
\$ <input style="width: 80px;" type="text"/>	Earned income credit from IRS Form 1040—line 64a; 1040A—line 38a; or 1040EZ—line 8a	\$ <input style="width: 80px;" type="text"/>
\$ <input style="width: 80px;" type="text"/>	Combat pay or special combat pay that was taxable and included in the Adjusted Gross Income. Do NOT include untaxed combat pay.	\$ <input style="width: 80px;" type="text"/>
\$ <input style="width: 80px;" type="text"/>	Additional child tax credit from IRS Form 1040—line 65 or 1040A—line 39	\$ <input style="width: 80px;" type="text"/>
\$ <input style="width: 80px;" type="text"/>	Welfare benefits, including Temporary Assistance for Needy Families (TANF), and Food Stamps (SNAP). <b>Provide documentation from agency issuing Food Stamps to confirm receipt in 2011.</b>	\$ <input style="width: 80px;" type="text"/>
\$ <input style="width: 80px;" type="text"/>	Social Security benefits received, that were not taxed (such as SSI), for ALL household members Report benefits <b>paid to parents</b> in the Parents' column, and benefits <b>paid directly to student</b> (or spouse) in the Student/Spouse column.	\$ <input style="width: 80px;" type="text"/>
\$ <input style="width: 80px;" type="text"/>	Foreign Income Exclusion	\$ <input style="width: 80px;" type="text"/>
\$ <input style="width: 80px;" type="text" value="XXXX"/>	Other income received on your behalf (such as educational VA benefits.)	\$ <input style="width: 80px;" type="text"/>
\$ <input style="width: 80px;" type="text"/>	Child support <b>PAID</b> out for other children not living with you <b>Please provide attachment with a list of names of children for whom child support was paid in 2011. Also list the name of the person to whom the child support was paid.</b>	\$ <input style="width: 80px;" type="text"/>

**Note: If a Parent/Student owns a business(es), download, complete, and submit the Asset/Liability Statement for Business or Farm Form found on the FORMS Menu at [www.finaid.villanova.edu](http://www.finaid.villanova.edu). Submit a Business/Farm Form for each business or farm owned.**

**H. MUST BE COMPLETED:** By signing below, I certify that all the information on this form is true and complete to the best of my knowledge. If asked, I agree to give proof of the information, which may include a copy of my Federal or State Income Tax form. I am aware that the presentation of inaccurate information will result in denial of aid by the University, and where State or Federal funds are involved, is a violation of the law and can result in my indictment under the State or U.S. Criminal Codes.

Signature of Applicant \_\_\_\_\_ Student's Villanova Number \_\_\_\_\_ Date \_\_\_\_\_

Signature of Custodial Parent/Stepparent \_\_\_\_\_ Date \_\_\_\_\_  
(or student's spouse if married)



**UNDERGRADUATE STUDENT INSTITUTIONAL  
FINANCIAL AID APPLICATION  
2012-2013 Academic Year Instructions**

**Please Return to:**  
**Office of Financial Assistance**  
**Villanova University • 800 Lancaster Avenue • Villanova, PA 19085-1685**  
**Phone: (610) 519-4010 Fax: (610)519-7599**  
**Email: [finaid@villanova.edu](mailto:finaid@villanova.edu) Website: [www.finaid.villanova.edu](http://www.finaid.villanova.edu)**

**INSTRUCTIONS FOR COMPLETING THE 2012-2013 FINANCIAL AID PROCESS**

**Note:** Only undergraduate students who began their education at Villanova University before the 2010-2011 academic year should complete this form. To receive consideration for any type of Federal or Institutional Aid you must complete the following instructions and meet all published deadlines. **Incomplete and/or late applicants will be aided only if funds remain available.** We encourage you to periodically check myNOVA to review the completeness and status of your aid application. Please complete this form in black or blue ink.

**DEADLINES**

<b>Student Type</b>	<b>Deadline for Postmark of Form(s)</b>	<b>Document(s) or Forms Required</b>
Returning Undergraduates including RN to BSN, and BSN Alternate Sequence who started at Villanova University before the 2010-2011 academic year	April 30, 2012	2012-2013 Free Application for Federal Student Aid (FAFSA), VU Institutional Financial Aid Application, <u>Signed</u> copies of custodial parents', stepparent's, and student's 2011 U.S. Federal or Puerto Rican Tax Return, all tax schedules, 2011 W-2's, 1099's/1099R's for earned income only and Social Security Benefits and all tax schedules. Students and parents are encouraged to use the IRS Data Retrieval process when completing the FAFSA whenever possible. If not, we will require you to submit a 2011 Tax Return Transcript to verify your income prior to disbursement of funds to your student tuition account.

**IMPORTANT ITEMS TO CONSIDER PRIOR TO SUBMITTING YOUR APPLICATION FOR FINANCIAL ASSISTANCE**

- Print the student's name and Villanova University Number on the top of each document, or use the pre-printed Villanova barcode labels provided.
- Do **not** submit your State Tax Returns or your 2010 U.S. Federal or Puerto Rican Tax Return.
- If your 2011 Federal U.S. Tax return will not be completed by the April 30, 2012 deadline, **be sure to indicate on the FAFSA that you will file a tax return later and complete the FAFSA with your best estimates.**
- Submit proof of untaxed income and/or verification (Form 1099/1099R) of 2011 Social Security Benefits received for **all family members**, if applicable.
- If a student, custodial parent or stepparent files taxes electronically, the filer must still submit a signed copy of the tax return. Submitting Form 8453 is not sufficient documentation for financial aid purposes. If you submit an IRS e-file form or a tax transcript, you must include a signature on the form before sending it to the Office of Financial Assistance.
- If your parents have unusual medical expenses, loss of income, or if there was a recent death or divorce, etc., download the 2012-2013 Revision Request Form from our web site and send supporting documentation with this application to the Office of Financial Assistance at Villanova University.
- Villanova University will verify the accuracy of the data submitted on the FAFSA and make adjustments to the FAFSA based on the financial documents submitted to the Office of Financial Assistance. This may result in a difference to the expected family contribution that you received on your original Student Aid Report.
- **If your parent(s) or the student own any part of a business or farm, download and complete the Asset/Liability Statement for a Business or Farm Form from our office web site.** Submit it with this application. Complete a form for **each** business or farm.
- **If your parent(s) or the student own any part of a rental or investment property, download and complete the Rental Property Supplement Form from our office web site.** Submit it with this application. Complete a form for **each** property owned.
- All Villanova University Financial Aid Applications may be downloaded from [www.finaid.villanova.edu](http://www.finaid.villanova.edu).
- Incomplete files cannot be reviewed so it is important that you keep current on the status of your file using myNOVA.
- Visit [www.finaid.villanova.edu](http://www.finaid.villanova.edu) to review the policies and procedures for financial assistance.
- You should frequently check the completeness of your aid application through the Villanova student web site, myNOVA.

**OVER** →

DETACH ALONG PERFORATION AND RETAIN THE INSTRUCTIONS FOR YOUR RECORDS.

## HINTS ON FILING THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

- Use Villanova University's School Code 003388 of the 2012-2013 FAFSA.
- For questions regarding the FAFSA, call the Federal Processor at 1-800-433-3243.
- Complete the FAFSA on-line at [www.fafsa.gov](http://www.fafsa.gov). Do not send a paper copy to our office. To complete the FAFSA electronically you and one of your parents will each need a PIN. Request PINs at [www.pin.gov](http://www.pin.gov) at least two weeks prior to completion of the FAFSA.
- You can use estimated income information to file the FAFSA for wages, adjusted gross income, and taxes paid for 2011 if income taxes will not be filed by the Villanova University deadline.
- The Central Processing System will email you a Student Aid Report in a few days after filing the FAFSA. Review the data. If corrections are necessary, you may do so on line. However, Villanova University asks that you also advise us in writing that you made corrections.
- Make copies of all paperwork before mailing.

## FREQUENT ERRORS ON THE FAFSA

- Wrong Social Security Number entered. Double check your information against your Social Security Card.
- Incorrect name entered. Use your name as it appears on your Social Security Card.
- Under-estimating wages or adjusted gross income or not reporting untaxed income.
- Not providing a parent or student PIN on the FAFSA as an electronic signature.

## SOME FINAL NOTES:

- **The Office of Financial Assistance expects to package financial aid awards for students who file by the April 30, 2012 deadline by July 15, 2012. Students will be sent an email notifying them that their financial aid award can be viewed in myNOVA. Paper award notices will not be mailed.**
- In order to be considered for aid, you must be making satisfactory academic progress as described in the catalog and on the Villanova University Financial Assistance policies web site.
- You must be registered for the Fall 2012 term in order for your financial aid eligibility to be reviewed.
- BSN Express students, part-time students, RN-BSN Gateway students, and students pursuing a second degree are not eligible to receive Villanova University Grant assistance.
- Siblings enrolled in graduate school, attending a military college or academy, pursuing a second baccalaureate degree or enrolled on a part-time basis in undergraduate education will not be considered in determining the Expected Family Contribution for Villanova University Grant assistance. Also we will set all operating losses (NOL) to \$0 to determine eligibility for Villanova University Grant assistance. In addition, for Villanova University Grant assistance, we will consider the net value of all businesses owned, regardless of the number of employees and include the information from Section G of this application.
- Contact the Office of Financial Assistance at (610) 519-4010 or e-mail us at [finaid@villanova.edu](mailto:finaid@villanova.edu) if you have any questions concerning the application process or deadlines. Please allow up to 72 hours for a response during our busy periods.
- Although Federal Direct Loan funds are not available (with the exception of BSN Express or Part Time Studies students) for summer classes, you may contact our office for information regarding the Federal Direct PLUS Loan and Alternative Loan programs. The Villanova University Summer Loan Application is required.
- A change in your housing status may affect your offer of financial assistance.
- Be sure to include all Federal tax schedules when submitting this application.
- **New for 2012-2013 academic year-** Students and parents are encouraged to use the IRS Data Retrieval process when completing the FAFSA whenever possible. If not, we will require you to submit a 2011 Tax Return Transcript to verify your income prior to disbursement of funds to your student tuition account.