Instructions for completing the 2013-2014 application for financial aid

Hebrew College’s comprehensive financial aid program assists students in developing a financial plan to support their education. Should you have any questions about financial aid options, the application process or the status of your application, please call the Office of Student Financial Aid, 617-559-8642 (Office hours are: Monday through Thursday, 9:00 a.m.–5:00 p.m.; Friday, 9:00 a.m.–12:00 p.m.) or send an email to financialaid@hebrewcollege.edu.

Confidentiality: All financial aid information supplied by the applicant is considered confidential and will not be made available to any individual or entity not directly connected with granting financial aid at Hebrew College.

Eligibility: Financial aid is available to matriculated students only. Matriculated students are those who have applied to and been accepted into a degree program at Hebrew College. Aid may be awarded to newly accepted candidates in most of Hebrew College’s degree programs, and to continuing matriculated degree candidates in good academic standing. Students must re-apply for aid each year. Aid may be given in the form of merit scholarships, fellowships, and need-based aid grants from the college. All financial aid granted by the College applies only to tuition. Federal aid, if you qualify, may apply to both tuition and outside costs such as living expenses.

To qualify for financial aid, the student must:
- Be accepted to one of Hebrew College’s degree programs
- Take a minimum of 6 credits per semester in both the fall and spring semesters
- Be in good academic standing within the student’s program of study
- Have no outstanding tuition and fees owed to Hebrew College from previous years
- Meet federal guidelines to receive federal aid

Deadlines: Information needed for this application is based on your income taxes due April 15, 2013.

New Admissions Applicants: The financial aid application should be submitted with your admissions application. Please submit the financial aid application after January 1, 2013 so you can include all information that is required. Also, please remember that if you are accepted and you defer enrollment, a new financial aid application will be required by March 1st, prior to the planned start of your program.

Continuing Matriculated students: You must reapply for financial aid each year. The completed application, including your tax information, is due by March 1st each year. Applications received after the deadline will be accepted, but the amount of aid available may be limited.

Please complete this checklist before submitting your application.

☐ All applicants who are U.S. citizens or eligible non-citizens: You MUST complete the online Free Application for Federal Student Aid (FAFSA) after January 1st. (For the 2013-2014 academic year, the information requested by FAFSA is based on the taxes you will be filing on April 15, 2013)
If you are applying as a new student, please complete the FAFSA as soon as possible after January 1, 2013. For more information or to complete the FAFSA application form, go to www.fafsa.ed.gov. The FAFSA information will be sent to you and the college automatically. The Hebrew College Code is 002157.

☐ **Federal Income Taxes must be completed and filed.** It is recommended that you complete your federal income tax before submitting your FAFSA and that your income tax filing be done electronically so you can use the IRS Data Retrieval System available through FAFSA. The IRS Data Retrieval Process will make the information contained on your FAFSA application more accurate and make it less likely that you will be chosen for verification (a percentage of all applications are randomly chosen). Additionally, the IRS Data Retrieval Process will shorten the response time for receiving the reply to your FAFSA Application.

You may submit a FAFSA application based on estimated taxes, however, if you do so, you will be required to go back to the FAFSA application once your tax forms are filed, and submit a correction to your original FAFSA application in which you now use the IRS Data Retrieval Process. **Any offer of aid issued before the corrections are made will be preliminary with no actual aid being disbursed until your taxes are filed, corrections are made to your original FAFSA application, and the amount of your preliminary award is verified. Your aid award may then be amended.**

Please note that if your FAFSA application is selected for verification, you will be required to submit an official IRS tax transcript during the verification process. No aid will be disbursed until the verification process is completed.

☐ **If you are Not Required to File Federal Income Taxes:** A non-tax filer must submit a signed statement that he/she has not filed and is not required to file federal income taxes. You must also provide W-2 or 1099 forms to prove your income for the year.

☐ **Foreign students must supply income information.** A foreign student is a non-eligible non-citizen who is in the U.S. on some sort of visa including the student F-1 visa issued through the school. You are still required to supply income information even if your income is from a country other than the U.S. All information must be supplied in English and in U.S. Dollar amounts. **As a non-eligible foreign student, you are not eligible to complete the FAFSA.**

☐ **Foreign students must supply Visa information.** If you are in the U.S. on a visa other than an F-1 visa received through Hebrew College, you must provide a copy of your passport and visa.

☐ **Undergraduate Students Only:** Paper tax returns are generally no longer accepted per the U.S. Department of Education. You are required to submit an official IRS Tax Transcript as part of your financial aid application. Before you can get an official IRS Tax Transcript, you must have completed and submitted your federal income taxes to the IRS. File your income taxes electronically and then request an official IRS Tax Transcript. Have it sent to YOU; after receiving it, you will send it to the school making sure that it has your name on it. To order a transcript, visit: [http://www.irs.gov/](http://www.irs.gov/), click on “Order a Tax return or Account Transcript” under tools.

☐ **If there is any other relevant information that would help us to understand your needs, please attach a typed statement to the application explaining any other considerations we should be taking into account.**
APPLICATION FOR FINANCIAL AID

Please answer all questions, then sign and date the form. Remember to write clearly.

Name □ Mr. □ Ms. □ Other __________________________________________________________________________

Social Security Number _______________________________ Student ID ____________________________

Required of new applicants Continuing matriculated students only

Date of Birth _______________ □ Male □ Female □ Prefer not to say

Current Address _____________________________________________________________

City ____________________________ State ____________ ZIP ______________

Phone (day) ___________________ (evening) ____________ (cell) ______________

Email __________________________

Permanent Address (if different than current) __________________________________________

City ____________________________ State ____________ ZIP ______________

Citizenship □ U.S. citizen □ Permanent U.S. resident

□ Other: What Country? ____________________________ Visa Type __________________

Most Recent Occupation ____________________________ Job Title ________________

Employer _____________________________________________________________________________

Business Address ________________________________________________________________________

Annual Salary ____________________________ Dates of Employment ________________________

□ Single □ Married □ Divorced □ Widow/er

Spouse Name: ____________________________ Occupation ___________________________

Spouse Business Address/Phone __________________________________________________________

Dependent Children (continue on separate sheet if necessary)

1. (Name/age) ____________________________

(School or college attending/tuition cost) _________________________________________________

2. (Name/age) ____________________________

(School or college attending/tuition cost) _________________________________________________

3. (Name/age) ____________________________

(School or college attending/tuition cost) _________________________________________________

□ Yes □ No Do you receive any financial support from family members?

□ Yes □ No Do you receive any financial support from other sources?

□ Yes □ No Do you participate in a tuition assistance program at your place of employment?

If you answered yes to any of the above questions, please specify source and amount
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Do you own or rent your residence?  □ Own  □ Rent

Monthly mortgage or rental payment

Please list the total value of each category below:
Cash, savings and checking accounts: _______________________________________________________
Current market value of your home ____________________ Amount owed on this property___________
Automobile(s) __________________________________________________________

What other schools are you attending? ______________________________________________________

What is your annual tuition at the above institution(s)?

Are you receiving any federal student aid from the above school?  □ Yes  □ No

In which Hebrew College program are you matriculated or applying to?
☐ Rabbinical School—fulltime program with ordination (MJSR/MJER)
☐ Rabbinical School—fulltime program with ordination beginning with 2 year Mekorot Program (MJSR2)
☐ Mekorot preparatory 1-year program only (MKRT)
☐ Mekorot preparatory 2-year program only (MKRT2)
☐ Cantor-Educator Program—fulltime program with ordination (CEP)
☐ Cantor-Educator Program—fulltime program with ordination beginning with 2 year Mekorot Prgm (CEP2)
☐ Cantor-Educator Program—Less than full-time attendance (full ordination) (CEP9)
☐ Master of Jewish Education (MJEd)
☐ Master of Arts in Jewish Studies (MAJS)
☐ Master of Jewish Liberal Studies (MJLS)
☐ Bachelor of Arts in Jewish Studies (BAJS)
☐ Bachelor of Jewish Education (BJEd)
☐ Certificate in __________________________________________________________

How many total credits will you take this year? (fall and spring) ________________________________

Are you planning to work during the school year? (If so, please describe proposed work and salary)
_____________________________________________________________________________________
_____________________________________________________________________________________

Expected graduation date: _______________________________________________________________

☐ I am a Rabbinic student who will be in Israel next year: Dates: ____________________________

Signature:  I hereby certify that the information given above is complete and accurate.

_________________________________________  ______________________________
Signature of applicant                  Date

Please review the Application before returning your completed form. Make sure you have answered all
questions. Send the application only—not the instruction pages.