PONTIFICAL COLLEGE
JOSEPHINUM

FINANCIAL AID APPLICATION PROCESS

To receive any type of federal, state or institutional financial assistance at the Pontifical College Josephinum, you must complete the financial aid application process. This process begins with completing the PCJ financial aid application and the Free Application for Federal Student Aid (FAFSA).

Be sure to read all financial aid information carefully. Note that there are deadlines for applying for financial aid (see the section below titled Filing Deadlines. Filing early may mean better availability of funds.

Follow these five simple steps to apply for financial aid:

Step 1: File the PCJ Application
The PCJ financial aid application should be completed and returned to the Financial Aid Office at the address provided below. This form asks what types of financial aid you are interested in, what outside resources you have available to help pay for your education, as well as other important demographic information. This information assists the Financial Aid Office in the awarding process.
Print a Josephinum Financial Aid Application

Step 2: File the FAFSA
File the FAFSA form using FAFSA on the Web at www.fafsa.ed.gov. FAFSA on the Web is an easy to use Internet application developed by the Department of Education that:
· Can be used on a PC or Macintosh;
· Does not require you to download or install software; and
· Contains edits that help prevent mistakes!
To complete the FAFSA, you and your parents will need your 2012 federal tax information. You will also need our school code, 003113. By providing this code on your FAFSA, you authorize the Josephinum to receive the results of your completed application. A Personal Identification Number (PIN) is required to complete a FAFSA on the Web. See STEP 3: Apply for a PIN for instructions.

Note: avoid making errors on the fafsa!
When completing the FAFSA, as well as any other application materials, you should be extremely careful. Data errors or omissions made while completing the FAFSA may delay the processing of your application and even result in the loss of financial aid funds.

There are certain areas of the FAFSA where families tend to make the most mistakes. Be sure to pay particular attention to the instructions when reporting divorced or remarried parent information,

income earned by your parents, untaxed income, U.S. federal income taxes paid, household size, and net worth of investments and real estate. File early for better availability of funds.

Step 3: Apply for a PIN
To complete your FAFSA using FAFSA on the Web, you must have a Personal Identification Number, or PIN. Your PIN serves as your electronic signature. If your parents provide their information on your FAFSA they can also sign the form electronically by obtaining a PIN.

Go to www.pin.ed.gov. You (and your parent) will be asked to provide your/their name, social security number, date of birth, mailing address, and email address (if applicable). If you supply an email address, you will also be asked to supply a password. If you provide an email address you will receive an email that gives you a web address where you can obtain your PIN. You will need your password to access this web address! Of course, if you don't provide an email address, your PIN will simply be sent to you in the mail.

Step 4: Review Your Student Aid Report
If you provided a valid e-mail address the results of your FAFSA form will be made available to you electronically. If you did not provide an e-mail address the results will be mailed to you in the form called the Student Aid Report or SAR. When you receive the Student Aid Report, review the information carefully for accuracy. If you need to make a change to the information you may submit the corrections at www.fafsa.ed.gov. Note that you must have a PIN to make corrections on the Web. Alternatively, you may send the corrected and signed Student Aid Report to the Josephinum Financial Aid Office and the corrections will be submitted for you.

Step 5: Follow Up
Contact the Financial Aid Director to make sure you have completed all of the necessary paperwork to be considered for financial assistance. The Director will contact you via an award letter when your awards have been determined.

Filing Deadlines
The application period for the 2013-2014 award year has already begun! The sooner you file your financial aid forms, the sooner an award notification letter can be sent to you. In addition, filing early may mean better availability of financial aid funds. The last day to submit financial aid application forms for the 2013-2014 award year is September 9, 2013.