

LAST NAME _____ FIRST NAME _____
LAST 4 DIGITS OF SOCIAL SECURITY NUMBER _____ ANDREWS UNIVERSITY ID NUMBER _____
EMAIL _____ TELEPHONE/MOBILE _____

PLEASE READ THE FOLLOWING FAFSA FILING INSTRUCTIONS CAREFULLY!

Remember to complete the FAFSA online (available starting **October 1, 2018**) at www.fafsa.ed.gov and list the Andrews University school code, **002238**. Applicants will use prior-prior year (PPY) tax information when reporting personal and family income.

FOR THE 2019-20 AWARD YEAR, YOU WILL USE 2017 TAXES.

We are no longer allowed to accept copies of federal tax returns, so you must use the **IRS Data Retrieval Tool** (IRS DRT) on the FAFSA to link directly to the IRS database. To address security concerns, the tax return information you transfer from the IRS will no longer be displayed on www.fafsa.ed.gov or the IRS DRT web page. Instead, you will see "Transferred from the IRS" in the appropriate fields on www.fafsa.ed.gov.

IRS DATA RETRIEVAL TOOL OPTIONS

If you did not or could not use the IRS Data Retrieval in the FAFSA, you will have to obtain a Tax Return Transcript. The options available to you are listed below in order from fastest to slowest.

1. Go to www.irs.gov/transcript and click on **Get Transcript Online**.
2. Go to www.irs.gov/transcript and click on **Get Transcript by Mail**. A transcript will be delivered to the address of record within 5 to 10 calendar days.
3. Call **1-800-908-9946** and a transcript will be delivered to the address of record within 5 to 10 calendar days.

- ▶ If you feel changes need to be made to the tax data uploaded to your FAFSA, contact our office for further instructions.
- ▶ You may be selected for a process called "**verification**". If selected, additional documentation will be requested.

SECTION 1—ACADEMIC PLANS-Select ONE Option only.

From the three options listed below, select the academic plan that most closely applies:

1. I will be taking classes on the Berrien Springs Campus.
2. I will be taking classes in the Adventist Colleges Abroad (ACA) program.
ACA location _____ ⇐ (ex. Argentina, Spain, France)
3. I will be earning a distance degree. List below how many **Self-Paced Full Term Online*** credits you will take.
Fall 2019 _____ Spring 2020 _____ *List summer credits on the Summer 2020 form; available online January 2020.*

*Section 902 courses only. Section 901 courses are not eligible for Federal Financial Aid.

⊗ STUDENT'S SIGNATURE _____ DATE _____

You're not done yet!

Log in to finVue from andrews.edu/sfs to monitor & satisfy any additional requirements until your award is complete.

PRINT NAME _____ ANDREWS UNIVERSITY ID _____

SECTION 2— SPECIAL CIRCUMSTANCES

Professional Judgment Request:

If there are special circumstances to consider, you will need to submit a Professional Judgment Request Form. This form is at www.andrews.edu/services/sfs/documents.

SECTION 3— PARENT'S EMPLOYER INFORMATION

THIS SECTION IS FOR PARENTS WHO RECEIVE AN EDUCATIONAL ALLOWANCE/SCHOLARSHIP FOR THEIR DEPENDENTS AS A BENEFIT FROM THEIR EMPLOYER(S). IF THIS SITUATION DOES NOT APPLY, PLEASE IGNORE THIS SECTION.

SELECT ONE:

A. I am receiving an Educational Allowance/scholarship for my child who is **NOT** filing the FAFSA.

B. I am receiving an Educational Allowance/scholarship for my child who **IS** filing the FAFSA.

If you are an ordained minister and/or the educational allowance for your dependents is taxable, you must submit a copy of the **2017 Worker's/W2 Reconciliation Detail Report** or an **official statement from Payroll/Treasury Department** listing parsonage exclusion and the taxable educational allowance amounts.

Please note: If receiving educational allowance from both parents' employers, please list all required information on the form for both parents, or email sfstracking@andrews.edu with details.

Employment type: Pastor Teacher Other _____

Are you receiving Parsonage/Housing Allowance? Yes No

Parent name _____ Amount of allowance: 70% 60% 35% Other _____

Employer name _____ If Andrews University employee*, list your AU ID # _____

Parent name _____ Amount of allowance: 70% 60% 35% Other _____

Employer name _____ If Andrews University employee*, list your AU ID # _____

*AU employees must also complete the Tuition Assistance Form and submit it for approval to AU Human Resources.

PARENT'S SIGNATURE _____ DATE _____

Many questions regarding financial aid can be answered by visiting our SFS website at andrews.edu/sfs.

Mail to: Andrews University
Office of Student Financial Services
4150 Administration Drive
Berrien Springs, MI 49104-0750

Fax to: 269.471.3228
Phone: 269.471.3334
Web: www.andrews.edu/sfs
Email: sfs@andrews.edu