

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, 2019**) at [www.fafsa.ed.gov](http://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 2020-21 AWARD YEAR, YOU WILL USE 2018 TAXES.**

- ▶ Your application requires IRS tax data. We recommend that you 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](http://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](http://www.fafsa.ed.gov).
- ▶ If you did not or could not use the IRS Data Retrieval in the FAFSA, you will have to submit a signed copy of the 2018 tax return with any applicable schedules or you may need to obtain a **Tax Return Transcript**.
- ▶ The options available to get a **Tax Return Transcript** are listed below in order from fastest to slowest.
  1. Go to [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) and click on **Get Transcript Online**.
  2. Go to [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-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 2020 \_\_\_\_\_ Spring 2021 \_\_\_\_\_ List summer credits on the Summer 2021 form; available online January 2021.

\* 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](http://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](http://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 **2018 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](mailto:sfstracking@andrews.edu) with details.

**Parent #1:** Employment type: ☐ Pastor ☐ Teacher ☐ Other \_\_\_\_\_

Are you receiving Parsonage/Housing Allowance? ☐ Yes ☐ No

Name \_\_\_\_\_ Allowance %: ☐ 70% ☐ 60% ☐ 35% ☐ Other \_\_\_\_\_

Employer \_\_\_\_\_ If Andrews University employee\*, list ID # \_\_\_\_\_

**Parent #2:** Employment type: ☐ Pastor ☐ Teacher ☐ Other \_\_\_\_\_

Are you receiving Parsonage/Housing Allowance? ☐ Yes ☐ No

Name \_\_\_\_\_ Allowance %: ☐ 70% ☐ 60% ☐ 35% ☐ Other \_\_\_\_\_

Employer \_\_\_\_\_ If Andrews University employee\*, list 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](http://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](http://www.andrews.edu/sfs)  
**Email:** [sfs@andrews.edu](mailto:sfs@andrews.edu)