

SUNY Sullivan Financial Aid Office
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Loch Sheldrake, NY 12759
FAX# 845-434-0014 E-mail: finaid@sunysullivan.edu
Website: www.sunysullivan.edu/financialaid

2017-2018 Financial Aid Application Procedures

After October 1, 2016, you may complete the 2017-2018 Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Questions will be based on your 2015 income. When filing your 2017-2018 FAFSA, you should take advantage of the IRS Data Retrieval Tool which allows you to link to the IRS from the FAFSA and retrieve tax information directly from the IRS to populate the FAFSA tax return questions. You (and parent, if dependent) will be asked to sign the application on-line with a FSA ID and password which you can apply for during the application process. (Sullivan's Federal School Code is 002879.) (Please note - If you have already filed your 2017-2018 FAFSA and did not use the IRS Data Retrieval Tool, you should correct your FAFSA now and use the IRS Data Retrieval Tool.)

NYS Residents complete the NYS Tuition Assistance Program (TAP) Application. You may complete this application through the web link at the end of the FAFSA on-line. If you miss the link, NYSHESC will e-mail a link where you will be able to access the on-line TAP Application. To check your TAP status, go to www.hesc.ny.gov.

Complete the Admission Procedures. You must be admitted to SUNY Sullivan in a matriculated program and be in good academic standing to receive financial aid.

When your FAFSA is received, you may be selected for a process called verification. We will be contacting you for additional documentation, such as 2015 income. **Please Note:** If we are requesting your 2015 IRS Tax Return Transcript, you **MUST** use one of the options below to retrieve it.

Link: We recommend that you try to use the Data Retrieval Tool first if selected for verification.

1. Go to fafsa.ed.gov to make corrections to the FAFSA
2. Under 'Financial Information', update filing question
3. Click "Link to IRS"
4. Enter the required information on the IRS website exactly displayed on your 1040
5. Once the IRS has validated your identification, your IRS tax information will display. You must transfer your information from the IRS website. Do Not Make Changes.

Online Request: Go to <http://www.irs.gov/Individuals/Get-Transcript>. You can request the transcript be mailed to your address. **Be sure to get a Tax Return Transcript as opposed to a Tax Account Transcript for 2015.** Please note; if you request your transcript to be mailed to your address, it can take up to two weeks to receive.

If you are applying for a Federal Direct Subsidized/Unsubsidized Loan, you must complete the above steps and the Federal Direct Loan Request Form and return the form to the Financial Aid Office. You must also complete the Master Promissory Note **AND** the Federal Entrance Counseling for SUNY Sullivan online at www.studentloans.gov.

Hand in all outside private scholarships to the Financial Aid Office.

Also please note: Financial Aid Award Letters will be issued to students with complete financial aid applications on a rolling basis. You must sign and date the Financial Aid Award Letter, along with the Financial Aid Policies and Conditions and the Title IV Authorization Form and return the signed copies to the Financial Aid Office. Once you have registered and have received your Financial Aid Award Letter, you should contact the Student Billing Office regarding your student bill for your tuition, fees and miscellaneous charges, along with your Certificate of Residence.