



# 2011–2012 FINANCIAL AID Application Instructions

## ***Complete by March 31, 2011***

The Financial Aid Office must receive all application materials by March 31, 2011 in order to be considered for institutional grants and scholarships.

Applications completed after the deadline will be considered on the basis of fund availability at the time of completion. Institutional funds are limited; applying late may result in a forfeiture of consideration for need-based grants as funds become depleted. It may also affect the timely processing of student loans, thereby delaying the payment of tuition, fees and the issuance of any refund due to the student.

- To become familiar with financial aid terms refer to the glossary of terms in the current handbook titled, A Guide to Financing Your Education. Hard copies of the handbook are also available from the Financial Aid Office.
- Students are invited to visit or make an appointment with a financial aid counselor. Appointments are recommended to ensure counselor availability and reduced wait time.

## ***Types of Assistance***

Applications for financial aid are required annually to obtain assistance from federal and institutional programs as well as private programs that require school certification of student eligibility. The various types are described as Financial Aid Resources on the PCOM website, [www.pcom.edu](http://www.pcom.edu).

## ***Application information should be sent to Financial Aid***

- E-mail: [Fin\\_aid@pcom.edu](mailto:Fin_aid@pcom.edu)
- Our mailing address is:

Philadelphia College of Osteopathic Medicine  
Rowland Hall, Suite 203  
4190 City Avenue  
Philadelphia, PA 19131-1693

Georgia Campus  
Philadelphia College of Osteopathic Medicine  
625 Old Peachtree Road  
Suwanee, GA 30024

## ***FORMS REQUIRED WITH EACH APPLICATION***

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***PCOM Financial  
Aid Application  
2011-2012  
(available in Nucleus)***

***2011-2012 Free  
Application for  
Federal Student Aid  
(FAFSA)***

***Signed copy of your  
Parent(s)' 2010  
Federal Income  
Tax Return***

***If required during  
application review,  
a signed copy of the  
Student's 2010  
Federal Income  
Tax Return***

## 5 Simple Steps to Getting Your Financial Aid

### 1 Complete a FAFSA on-line.

The 2011-2012 Free Application for Federal Student Aid can be found at [www.fafsa.gov](http://www.fafsa.gov). Be sure to have your 2010 income information and your federal pin as well as your parental income information handy to complete all of the information PCOM requires. If you need a pin or a pin resent to you go to [www.pin.ed.gov](http://www.pin.ed.gov). First time filers will need to list PCOM in the school selection by federal **school code 015979**.

### 2 Complete the PCOM Financial Aid Application for 2011-2012.

This form collects information about your plans for the upcoming year. It is used to award federal, private, and institutional funds. The Financial Aid Application can be found under Financial Aid Links in [Nucleus](#) using your PCOM student access.

### 3 Submit the income documentation required to support your application.

For the most part, students who want to be considered for grants offered by PCOM will need to supply a signed copy of their parent(s)' 2010 income tax return. Students who can demonstrate spousal or self-support will need to send their own 2010 return and, if applicable, their spouse's along with a [supplemental statement](#) which can be found under Forms on the PCOM website.\*

### 4 Complete loan requirements (unless opting not to borrow).

All students need to complete a master promissory note (MPN) for the direct loan programs they plan to use. Both Stafford and PLUS applications can be found at the website, [www.studentloans.gov](http://www.studentloans.gov). First time students need to complete entrance counseling for the federal direct loan programs as well.

### 5 Check your application status on-line.

You can view your financial aid application checklist in [Nucleus](#) using the Financial Aid Links. Click on requirements to view current status of the documents that are necessary to apply and what items may be missing or incomplete.

**\*This application method is associated with box "B" on the Financial Aid Application and requires that the student submit a supplemental statement for the alternative income documentation. Applications received without the supplement will be considered incomplete for processing.**

## 4 Things to Avoid

### 1 Incomplete FAFSA data.

The FAFSA can be completed for federal and institutional aid. Unlike the requirements for federal loan and work-study programs, the requirements for PCOM grant aid include reporting your parents' information on the FAFSA. **If you wish to receive full consideration for all types of aid, complete the entire form.** Use the option to add parent information even though the FAFSA website may permit you to omit them. You will still be considered an independent student.

### 2 Incomplete PCOM application.

Be sure to use "submit" when completing the web application in [Nucleus](#). Also, follow up by supplying any documents required for the type of aid process you select on the application. If Financial Aid does not receive all of the information needed for the type of funds for which you apply, your application will be delayed.

### 3 Missing the deadline.

If you are accepted as a PCOM student by the **March 31st** deadline, all applications components, Steps 1,2, and 3, must be received in the Financial Aid Office by that date. Applications will be accepted later, however awards to later applicants will be made based on available funding at the time.

### 4 Delays in getting loan funds.

Don't forget items needed to get your funds disbursed. If you are taking federal student loans be sure to complete all loan requirements, Step 4, well before the tuition due date for your first term.

