



2012–2013 FINANCIAL AID Application Instructions

Complete by March 15, 2012

The Financial Aid Office must receive all application materials by March 15, 2012 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.

***Inquiries and application information can be forwarded to
Financial Aid by e-mailing: 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

***PCOM Financial
Aid Application
2012-2013
(available in Nucleus)***

***2012-2013 Free
Application for
Federal Student Aid
(FAFSA)***

***Signed copy of your
Parent(s)' 2011
Federal Income
Tax Return***

***Applications selected
for federal verification:
a verification form and
FAFSA processed using
IRS data retrieval of
the student's 2011
Federal Income data***

Steps to Apply for Financial Aid

1. Complete a FAFSA on-line.

The 2012-13 Free Application for Federal Student Aid can be found at www.fafsa.gov. Income data retrieval can be used to complete information with actual data filed with IRS. Be sure to have your 2011 federal taxes completed two weeks prior to filing the FAFSA in order to use IRS data retrieval. Keep 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. 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 2012-2013.

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. Be prepared to select the amount of Direct Loan you want to borrow. You will also be asked to select a method to apply for PCOM Funds: Method A (for students continuing from college prior to earning a substantial income) or Method B (for self-supporting students who filed a tax return with substantial income). Method C allows students to apply for federal funds only.

3. Submit the income documentation required to support the PCOM Financial Aid Application.

For the most part, students who want to be considered for grants offered by PCOM will need to submit a signed copy of their parent(s) 2011 income tax return (Method A). Alternatively, students who can demonstrate spousal or self-support will need to send their

own 2011 signed tax 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).

Previously enrolled students who borrowed will have a master promissory note on file for Direct Subsidized/Unsubsidized Loans. Students should not process PLUS applications on the web prior to 90 days before the start of classes otherwise the required credit check may expire. First time borrowers at PCOM need to complete a master promissory note (MPN) for the direct loan programs they plan to use. Both Subsidized/Unsubsidized loan and PLUS loan applications can be found at the website, www.studentloans.gov. First time students also need to complete entrance counseling for the federal direct loan programs.

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. New students are required to complete an institutional [Title IV Authorization form](#) which determines use of Title IV funds in certain circumstances.

Things to Avoid

• Missing FAFSA information.

The FAFSA can be used for federal and institutional aid. Unlike the requirements for federal loans and work study programs, the requirements for applying for PCOM grant aid, using Method A, 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.

• 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 A or B application method 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.

• Missing the deadline.

If you are accepted as a PCOM student by the **March 15th** deadline, all application components, Steps 1, 2, and 3, must be received in the Financial Aid Office by that date. Any student that does not meet the deadline must complete the FAFSA and PCOM Web Application to receive federal funds. You may choose method A or B; however awards to later applicants will be made based on the availability of funds.

• 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 Step 4 well before the tuition due date for your first term.