

## CURTIS INSTITUTE OF MUSIC

### **APPLICATION FOR SUPPLEMENTAL FINANCIAL ASSISTANCE** **2017-18 INSTRUCTION SHEET – NEW STUDENTS**

Supplemental financial assistance is awarded at Curtis on the basis of financial need for living expenses. Before turning to Curtis for supplemental aid, students are expected to seek assistance from non-Curtis sources, including grants, loans, and scholarships available through private, public and other sources.

#### **Deadline for applications and supporting documents: March 1, 2017.**

- You may use estimated income when completing application forms. Income verification is required and that adjustments will be made as needed.
- Financial assistance applications and supporting documents are kept in the Office of Student Financial Assistance. Awards are considered once the applicant has been accepted for enrollment and all required documents are received.

**FILING REQUIREMENTS:** *Please do not fax or send documents as an attachment to an email. Please send via U.S. mail or other mail service.*

#### **U.S. Citizens and U.S. Permanent Residents:**

1. 2017-18 Curtis Application for Supplemental Financial Assistance
2. 2017-18 Free Application for Federal Student Aid (FAFSA)
3. Signed tax returns – see below
4. Sponsor letter of support, if you have a financial sponsor

#### **International Students:**

1. 2017-18 Curtis' Application for Supplemental Financial Assistance
2. Financial documents – see below
3. Sponsor letter of support, if you have a financial sponsor

### **FILING INSTRUCTIONS**

**All Applicants:** Complete and submit the 2017-18 Curtis Application for Supplemental Financial Assistance to: Curtis Institute of Music, Office of Student Financial Assistance, 1726 Locust St., Philadelphia, PA 19103.

#### **U.S. Citizens and U.S. Permanent Residents**

Complete and file a 2017-18 Free Application for Federal Student Aid (FAFSA). NOTE: The FAFSA should not be completed prior to January 1, 2017.

##### **FAFSA on the Web**

##### **Step 1: Before you begin the application, make sure you have a PIN.**

- You must have a PIN to electronically sign the FAFSA. If you don't already have one, apply at <http://www.pin.ed.gov>.
- If you're a dependent student, your parents should also apply for a PIN so that they can electronically sign your FAFSA.
- Your PIN will be emailed to you within 1 to 5 days

##### **Step 2: Complete and submit the FAFSA application online.**

- The FAFSA home page is <http://www.fafsa.ed.gov>. Section 1 on the home page has a list of documents you will need to complete the FAFSA.
- The FAFSA Title IV School Code for Curtis is **003251**.
- Carefully review your answers before submitting the information.
- If you need help with the application, contact the Federal Student Aid Information Center at 1-800-433-3243.
- At Curtis, only Opera students are considered to be graduate level students. All other students are continuing undergraduates and must provide parental information. Follow the instructions on the FAFSA.

**After the FAFSA has been processed:**

- If you provided an email address, you'll receive a link to your online Student Aid Report (SAR) within 5 days. Otherwise you'll receive a paper SAR in the mail in about two weeks. If you don't hear anything within two weeks, return to <http://www.fafsa.ed.gov> and select "Check the Status of a Submitted FAFSA."
- Review all SAR information to make sure the answers are correct. If you used estimated figures on the FAFSA, compare your answers to completed tax returns or other financial records when available.
- Make corrections or changes as needed. With your PIN, you can return any time to <http://www.fafsa.ed.gov> to review, print, or correct your application information.
- Curtis receives the information electronically from the processor.

**Submit copies of year 2016 IRS income tax returns for both you and your parents.**

- Send copies of the federal tax return, only schedules A and B, and all W-2 statements. **Do not send state returns.** *Additional tax schedules should only be sent if requested by Curtis at a later date.*
- If your parents are divorced or separated or file separate returns, signed copies of both tax returns are required.
- If you and/or your parents did not and will not file a 2016 tax return, submit signed, dated and **notarized** statement(s) to this effect.
- If it is impossible to complete and submit 2016 tax returns by the March 1, 2017 deadline, send copies of 2015 income tax returns and copies of W-2, 1099, and/or other wages-earned statements from employers for January-December 2016. Send signed copies of the 2016 tax return once it is available.
- **All graduate (opera) applicants are required to submit tax documents for parents.**

**Applications selected for verification by the U.S. Department of Education**

- You and your parent(s) must have the reported income verified directly with the IRS. Since most families file the FAFSA before they complete their tax return, you are required to have the FAFSA information verified with the IRS after your tax return is filed. You can do this by using the IRS data retrieval tool built into the FAFSA application.
- If you cannot use the IRS Data Retrieval tool you must submit a "Federal Tax Transcript" by calling the IRS at 1-800-908-9946 or visit [www.IRS.GOV](http://www.IRS.GOV) and click on the "Order a Return make sure it is the IRS Tax Return Transcript that you request.

**International Applicants: Required Financial Information**

- Submit tax forms from your country for the most recent tax year available for both you and your parents. If your parents are divorced or separated or file separate returns, signed copies of both tax returns must be submitted.
- Submit official letters from employers for both you and your parents stating total wages earned from January through December, 2016.
- Submit the most recent bank statements for all accounts held by you and your parents.
- Submit financial statements for all investments held by you and your parents.
- Include trust funds, money market funds, certificates of deposit, stocks, bonds, and any other holdings.
- Include information on all real estate, business assets, partnerships, corporations or other assets.

**Important information for international applicants:** All documents must be translated into English and all income figures must be in U.S. dollars. Send all documents to the Curtis Office of Student Financial Assistance.

***Please do not fax or send documents as an attachment to an email. Please send via U.S. mail or other mail service.***

**If you have questions, contact.....**

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