

## CURTIS INSTITUTE OF MUSIC

### **APPLICATION FOR SUPPLEMENTAL FINANCIAL ASSISTANCE** **2022–23 INSTRUCTION SHEET**

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

Curtis Institute of Music utilizes the College Board's Institutional Documentation Service (IDOC) to receive and process financial aid application materials. IDOC allows for secure electronic upload, transmission, and submission of supporting financial aid documents and materials (federal income tax returns and schedules, W-2, 1099 forms, etc.). **Students must first complete and submit the College Scholarship Service (CSS) Profile in order to upload documentation to the IDOC system.**

**Filing fee:** CSS charges a fee for processing the PROFILE. The registration fee is \$9 plus an application fee of \$16 per college. Households whose adjusted gross income (AGI) is less than \$100,000 are eligible for an automatic fee waiver.

**Students Applying for Admission to Curtis—Deadline for applications and supporting documents: March 1, 2022.**  
**Returning Students—Deadline for application and supporting documents: May 1, 2022.**

#### **FILING REQUIREMENTS**

**U.S. Citizens and U.S. Permanent Residents:** All prospective and returning students must submit supporting tax and income documentation directly into the IDOC system. The Office of Student Financial Assistance does not accept any printed application materials. There is no cost for the IDOC service.

1. Submit the College Scholarship Service (CSS) Profile online at <https://cssprofile.collegeboard.org> using the above applicable deadline. Make sure you have all necessary financial documentation on hand before you begin. *The Curtis Institute of Music school code is 2100. You will immediately be given the opportunity to upload your documents via the IDOC system once you complete the CSS Profile.* **Notes:** Utilize the "Special Circumstance" section of the CSS PROFILE to provide additional information about your family if you have experienced a job loss or any significant changes you wish Curtis to consider.

2. Submit the 2022–23 Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov>. *The Curtis Institute of Music federal school code is 003251. When filing the FAFSA, be sure to import your IRS tax information using the IRS data retrieval tool.* NOTE: The FAFSA should not be completed prior to January 1, 2022.

#### **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.studentaid.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 students enrolled in or applying for the Master of Music program are considered to be graduate-level students. All other current or prospective students are continuing undergraduates and must provide parental information.**

**After the FAFSA has been processed:**

- If you provide 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.studentaid.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 your 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.studentaid.gov> to review, print, or correct your application information.
- Curtis receives the information electronically from the processor.

**If your application is 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 Students**

1. Submit the College Scholarship Service (CSS) Profile online at <https://cssprofile.collegeboard.org> using the above applicable deadline. *The Curtis Institute of Music school code is 2100. You will immediately be given the opportunity to upload the below documentation via the IDOC system once you complete the CSS Profile.* **Notes:** Utilize the "Special Circumstance" section of the CSS PROFILE to provide additional information about your family if you have experienced a job loss or any significant changes you wish Curtis to consider. Make sure you have all necessary financial documentation on hand before you begin.
2. Financial documentation—see below
3. Sponsor letter of support, if you have a financial sponsor

**International Applicants: Required Financial Information for Submitting the CSS Profile**

- 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 will be required.
- Official letters from employers for both you and your parents stating total wages earned from January through December 2021.
- Financial statements for all investments held by you and your parents.
- Documentation for trust funds, money market funds, certificates of deposit, stocks, bonds, and any other holdings.
- Information on all real estate, business assets, partnerships, corporations, or other assets.

**Important information for international applicants: All documents must be uploaded to the IDOC system before you will be considered for financial assistance.**

**For questions, contact:**

Veronica McAuley  
Phone: (215) 717-3188  
Email: [veronica.mcauley@curtis.edu](mailto:veronica.mcauley@curtis.edu)