**Instructions For Current Students Who Are First Time Applicants For Financial Aid**

**Read ALL the instructions. Pay close attention to those items that are “boxed.”**

Financial Aid Grants will be emailed to current students on April 3, 2021. All responses to the financial aid information are due back with the admissions contract by April 15, 2021.

**Return the following items to the Wesleyan Financial Aid Office by** **March 8, 2021,** to have a complete need-based financial aid application file. Make sure you comply with each item and pay close attention to each boxed line.

1. **PARENTS’ FINANCIAL STATEMENT (PFS) - complete online through the** [**School and Student Service for Financial Aid**](https://sssbynais.force.com/familyportal/FamilyLogin?startURL=%2Ffamilyportal) **(SSS). Be sure to use the Wesleyan School code (1495) on this application. Go to** [**SSS**](https://sssbynais.force.com/familyportal/FamilyLogin?startURL=%2Ffamilyportal) **and complete the online instructions. The cost to complete the PFS online is approximately $55. Please print out a copy of the PFS and return it to the Wesleyan Financial Aid Office with the other documents below.**
2. **A true copy of your signed 2020 Federal Income Tax Return (Form 1040 including ALL Schedules) that you sent to the IRS. No estimates will be accepted. You must file your taxes early in order to meet the March 8 deadline. You do NOT need to submit a copy of your state income tax return.**
3. **A true copy of your signed 2019 Federal Income Tax Return (Form 1040 including ALL Schedules) that you sent to the IRS. Again, you do NOT need to submit a copy of your state income tax return.**
4. **A copy of all W-2 Forms for both 2020 and 2019. If you are a consultant, a copy of all 1099 forms for both years. If self-employed include any business income tax returns appropriate for each year.**
5. If you are divorced, separated or never have been married, the custodial parent (and present spouse, if one) should send the PFS to the SSS as described above. The non-custodial parent must also complete a separate PFS and submit it to the SSS. The non-custodial parent must also submit a copy of their 2020 and 2019 Federal Income Tax Returns (Form 1040 including ALL Schedules). Wesleyan must receive this information before your financial aid request can be given consideration. If you have any questions regarding the applicability of this second PFS to your situation, please call the Financial Aid Office (ext. 2266).
6. A true copy of the student’s 2020 Federal Income Tax Return (Form 1040 including ALL Schedules), if the student filed a return.
7. A copy of IRS Form 8821 – Tax Authorization – Complete Sections 1 and 7.  Th other sections are completed for you.  This form is on the Financial Aid section of the Wesleyan website.  Wesleyan will keep this form on file and will only use it if needed to verify any submitted information.
8. You may receive an email from SSS asking you to send them or upload missing information.  Ignore these emails.  The only item that needs to be submitted to SSS is the PFS.  All other information, including a copy of the PFS, should be returned directly to the Financial Aid Office at Wesleyan.

**Note: Failure to complete these steps or to fully complete any of the forms listed in these steps may result in 1) your application being discarded or 2) the missing information being filled in by us so that it is a detriment to your case for financial aid. \*\*It is not the job of the financial aid office to track down missing or incomplete information.**

After the PFS has been completed, the analysis of the PFS will be sent to us by SSS. From this and our own analysis of your overall financial situation, a determination will be made as to how much your family can contribute toward the cost of tuition. Feel free to call our office should you have any questions.

Billy Coxhead

Chief Financial Officer

678-223-2266

Financial Aid 8/24/2020