

Columbia Theological Seminary

2015 – 2016 Federal Work-Study Steps and Check-list

____1. Complete the **Free Application for Federal Student Aid (FAFSA)** on-line (www.fafsa.ed.gov) or request a paper application from the seminary financial aid office and mail it to the federal processor in the envelope provided. Both processes are free. (The electronic process is much faster.) The seminary's school code is **G01560**. The FAFSA is used to calculate the amount of the **Expected Family Contribution (EFC)**. The EFC is the amount determined by the federal methodology that a student should be able contribute to the cost of his/her education based on having income for the current year that is similar to the prior year's income. If there is a significant difference in income that you would like us to consider in determining your loan eligibility, please write an explanatory letter and include your actual or projected income for the twelve-month period that includes the periods that you will be enrolled.

____2. You will receive a **Student Aid Report (SAR)** from the FAFSA processor. All schools you listed on the FAFSA will receive a copy of the FAFSA information electronically (**ISIR**). When you receive your SAR, please review it carefully, make any corrections electronically or mail it back to the processor.

____3. Provide a **signed** copy of your ***federal income tax return** for the prior year. (The form should be signed by student and spouse, if applicable.) Use the instructions for Tax Return Filers or Tax Return Non-filers, as appropriate per your situation.

____4. *Complete the **Financial Assistance Statement Form**. Please be sure to list all money you are **sure** you will receive to help pay for your educational costs for the time period of the FWW period.

____5. *Have the Registrar complete the ***Satisfactory Academic Progress** form. Should you not be making **satisfactory academic progress** according to the policy printed in the CTS Student Handbook, ordinarily you will not be eligible for FWS. For entering students, satisfactory academic progress has not yet been determined.

____6. *After these forms are received, the Financial Aid Office will determine your **FWS eligibility** and will send you an ***award notification** that you must complete and **return** to the Financial Aid Office.

____7. * Notification of your eligibility and the number of hours you may work per week will also be sent to your work-study supervisor. If you are working in an off-campus setting, we will also send the supervisor a form to complete verifying that you have been approved by the agency to work.

Federal Work-study eligibility is determined by the following formula: (Cost of attendance minus expected financial aid minus expected family contribution)

$$\text{COA} - \text{EFA} - \text{EFC}$$

(If you also have a student loan, FWS counts as financial assistance in your loan eligibility formula.)

***These forms are to be returned to the CTS Financial Aid Office.**

Please stop by the Financial Aid Office any time you have questions or concerns about this process or go to <https://studentaid.ed.gov/sa/types/work-study> for more information regarding Federal Work-study.