

2011-2012
Lebanon Valley College
Financial Aid Institutional Data Form

**HELPFUL HINTS FOR COMPLETING
THE FINANCIAL AID APPLICATION PROCESS**

1. If possible, have 2010 federal tax returns completed before filing the Free Application for Federal Student Aid (FAFSA).
2. Be sure to complete every line of both the FAFSA and the Lebanon Valley College Institutional Data Form unless specifically instructed to skip an answer or section. DO NOT leave anything blank. (If you did not receive funds from a particular source, place a zero (0) in the blank.)
3. Make sure all forms are **signed** and dated.
4. Be sure to list Lebanon Valley College (Title IV School Code is **#003288**) on the FAFSA. If you already completed your 2011-2012 FAFSA but did not list Lebanon Valley College on it, please make the correction online by accessing your FAFSA at www.fafsa.gov or contact Federal Student Information at **1-800-433-3242**. You must have your DRN (Data Release Number), which is listed on your Student Aid Report (SAR), in order to add an institution over the phone.
5. All required information **must** be submitted before a financial award package will be prepared.
6. Please note the following contact information, which is important and should be kept on file:

- Lebanon Valley College Financial Aid Office
 - Toll Free 1-866-LVC-4ADM
(1-866-582-4236)
 - Local 717-867-6126
 - Fax..... 717-867-6027
 - E-mail finaid@lvc.edu
- PHEAA - State Grant and Loan Divisions 1-800-692-7392
- Federal Direct Loan Servicing Center 1-800-848-0979
- Federal Student Aid Information 1-800-4-FED-AID
(1-800-433-3243)

*If there is additional information regarding your family and financial circumstances that would be helpful in evaluating your eligibility, please attach an additional page describing your situation. Be sure to **sign** the letter and include contact information. E-mails will not be accepted.*

INSTRUCTION SHEET
Steps Required to Complete the Financial Aid Application Process

Information/forms that LVC requires in order to award need-based aid:

1. The 2011-2012 Free Application for Federal Student Aid (FAFSA)
2. The Lebanon Valley College Institutional Data Form for the 2011-2012 Academic Year (attached)
3. If your record is selected by the federal government to undergo a process called verification, our Financial Aid Office will provide you with a Verification Worksheet. You will need to complete the Worksheet and return it to us, along with **signed** copies of parent and student 2010 federal income tax returns and W-2 forms. (State and local tax returns are not required.) **Only families contacted by our office will need to complete this step.**

Deadlines for filing the above information:

1. Fall 2011 new Freshmen and Transfer Students: The priority deadline for all applicable information listed above is March 1, 2011.
2. Spring 2012 new Freshmen and Transfer Students: The priority deadline for all applicable information listed above is November 1, 2011.
3. Returning students: All of the above information that is applicable to the student must be submitted by April 1, 2011.

Where to submit your information:

1. The 2011-2012 Free Application for Federal Student Aid (FAFSA) should be submitted to the federal government processor online via **www.fafsa.gov** or in the envelope provided with that application. A paper application is available only by contacting Federal Student Information at 1-800-433-3243.
2. The attached Institutional Data Form should be mailed to **Lebanon Valley College, Financial Aid Office, 101 N. College Avenue, Annville, PA 17003-0501** or faxed to **717-867-6027**. **Do not mail the hard copy if you have faxed it.**

Applying for a state grant:

1. The FAFSA serves as the initial state grant application for all states.
2. Pennsylvania residents are not initially required to submit any application material other than the FAFSA; however, the Pennsylvania Higher Education Assistance Agency (PHEAA) may request additional information from the family. This information should be submitted to the agency as soon as possible. The PA state grant deadline for submitting the FAFSA is May 1, 2011. Meeting the institutional deadlines listed above ensures full consideration for PA state grant eligibility.
3. Students residing in states other than Pennsylvania should contact their state's higher education agency for application information.

Note: Please tear the instruction sheet at the perforation and keep it with your application material to use as a reference.

Lebanon Valley College

2011-2012 FINANCIAL AID INSTITUTIONAL DATA FORM

SECTION A: ABOUT THE STUDENT

1. Name: Last _____ First _____ Middle Initial _____

2. Social Security Number or Student I.D.: _____ 3. Date of Birth: _____

4. Home Address: _____
No. and Street City/State/Zip County

5. Home Phone: _____ 6. Cell Phone: _____ 7. E-mail Address: _____

7. List post-secondary institutions previously attended (new transfer students only):

<i>Institution</i>	<i>Dates</i>	<i>Earned Credits</i>	<i>GPA</i>
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SECTION B: STUDENT ENROLLMENT AND HOUSING PLANS

8. Indicate your enrollment status for the following semesters (FT = 12+ credits; PT = 3-11 credits):

___ 2011 Summer Sessions ___ 2011 Fall Semester ___ 2012 Spring Semester

9. Living arrangements for 2011-2012: On Campus Parents' Home Off Campus (other than parents' home)

10. Year in college during 2011-2012: FR SO JR SR 9+ Semesters 2nd Bachelor's Degree Graduate

11. Expected college graduation date: _____ 12. Academic major at LVC: _____

SECTION C: SOURCES OF ASSISTANCE

14. Did either of the student's **parents** graduate from LVC? (Do not list anyone other than a parent.) Yes No

If yes, enter the name of parent alumnus/a and graduation year _____

15. List below the amount you expect to receive from any private scholarship sources:

(Do not include LVC scholarships/grants.)

<i>Source</i>	<i>Dollar Amount Per Year</i>	<i>Number of Years Renewable</i>
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16. Will you be receiving Veteran's Benefits for 2011-2012? Yes No

17. Will you receive tuition reimbursement from your employer (part-time students only)? Yes No

If yes, indicate the dollar amount per semester _____

Lebanon Valley College does not discriminate on the basis of race, national or ethnic origin, sex, age, religion, sexual orientation, or disability.

Have questions regarding this form or the application process?

Please contact Lebanon Valley College Financial Aid Office at 1-866-582-4236 (toll free) or e-mail finaid@lvc.edu

SECTION D: PARENT INFORMATION

(to be completed by all unmarried, undergraduate students under the age of 24)

17. Parents' **current** marital status: Married Single Divorced Separated Widowed
If the student's biological parents are divorced and the custodial parent has remarried, please check the married box.

18. Parent Data: Please provide the following information. If the student's biological parents are divorced, please provide custodial parent information (if the custodial parent is currently remarried, please also provide information regarding the stepparent).

Father/Stepfather

Name _____ Date of birth _____

Address _____

Parent e-mail address _____

Occupation and place of employment _____ Years with employer _____

Can parent be reached at work? Yes No If yes, preferred phone number _____

Mother/Stepmother

Name _____ Date of birth _____

Address _____

Parent e-mail address _____

Occupation and place of employment _____ Years with employer _____

Can parent be reached at work? Yes No If yes, preferred phone number _____

SECTION E: AUTHORIZATION AND SIGNATURES

I (we) authorize that the information reported on this form is accurate and complete to the best of my (our) knowledge. I (we) agree to provide, if requested, documentation necessary to verify this information.

I (we) authorize Lebanon Valley College to apply Title IV (Federal) Funds to any and all charges incurred by me. I (we) also authorize application of these funds to any of my outstanding balances from prior semesters. I (we) understand that this authorization will remain on file indefinitely until rescinded and I may rescind this authorization at any time.

Signature of Student _____

Date _____

Signature of Mother/Stepmother _____

Date _____

Signature of Father/Stepfather _____

Date _____

Lebanon Valley College

Financial Aid Office • 101 North College Avenue, Annville, PA 17003
1-866-LVC-4ADM (1-866-582-4236) toll free or e-mail finaid@lvc.edu