

DON'T DELAY YOUR FINANCIAL AID BY MAKING A MISTAKE ON THE FAFSA

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SUBMITTING A NAME THAT DOES NOT MATCH YOUR LEGAL NAME

If your name is legally Jonathan Smith according to your Social Security card, but you submit your name as John Smith on your FAFSA, it could delay your application. Since the FAFSA verifies your legal information with the Social Security Administration, you must ensure the name you use to start the FAFSA is the legal name on your Social Security card.

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INCORRECT SCHOOL CODE ON FAFSA

- CON Bon Secours Memorial College of Nursing: 010043
- SOMI St. Mary's Hospital School of Medical Imaging: 023585
- SCHS Southside College of Health Sciences: 012744

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YOUR 2020 TAXES

The FAFSA requires you to report income information from an earlier tax year.

- On the 2022-2023 FAFSA form, you (and your parents, if required) will report your 2020 income information, rather than your 2021 income information.
- Since you have likely already filed your 2020 taxes by the time the FAFSA launches, you should be able to import your tax information directly into the FAFSA form using the IRS Data Retrieval Tool (DRT). No more logging back in to update after filing taxes!
- Not everyone is eligible to use the IRS DRT, and the IRS DRT does not input all the financial information required on the FAFSA form. Therefore, you should have your 2020 tax return and 2020 IRS W-2 available for reference.

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DO YOU HAVE A BACHELOR'S DEGREE?

Will you have completed your first bachelor's degree before May 2022? If the answer is yes, select YES on the FAFSA form and contact the Financial Aid Office to complete the Bachelor's Degree Verification Form. If you will not complete your first bachelor's degree before May 2022, select NO.

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WHAT WILL YOUR COLLEGE GRADE LEVEL BE WHEN YOU BEGIN THE 2022-2023 SCHOOL YEAR?

Indicating your correct grade level is VERY important because it impacts your annual loan limits. Review your degree audit on your student portal. When determining your grade level, include your transfer credits and your earned credits prior to Fall 2022. Here is the breakdown for what grade level to select:

- 2nd year undergraduate/Sophomore: 30-59 credits
- 3rd year undergraduate/Junior: 60-89 credits
- 4th year undergraduate/Senior: 90 or more credits

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WHAT DEGREE OR CERTIFICATE WILL YOU BE WORKING ON WHEN YOU BEGIN THE 2022-2023 SCHOOL YEAR?

- CON 1st bachelor's degree (if you do not currently have a bachelors degree) or 2nd bachelor's degree (if you currently have a bachelors degree).
- SOMI Certificate or diploma (occupational, technical or education program of less than two years).
- SCHS Associates degree (occupational or technical program)

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OTHER COMMON MISTAKES

- Use the 1040 federal tax return for reporting tax information. Do not rely solely on your W-2 and 1099 forms.
- Report your correct marital status, as of the date you submit the FAFSA.
- If you are a dependent student, whose parents are divorced and re-married, your step-parent's financial information must be provided.
- Include yourself in your household size. Even if you didn't live there during the previous year, you should always include yourself as part of your or your parent's household if you are a dependent student.
- Don't forget to sign the application. If you are a dependent student according to the FAFSA, both you and your parent must sign with your individual FSA IDs.



As with all forms and applications, make sure you read the instructions and questions carefully. If you are unclear about a question or are having trouble filling out the FAFSA, contact the Office of Financial Aid at 804-627-5488 or at bsr-confinancial@bshsi.org. You can also call the Federal Student Aid Information Center at 1-800-433-3243.

Make an appointment with the Financial Aid Counselor to complete the FAFSA together.

Make sure to fill it out right the first time, to ensure you'll receive your financial aid in no time.