**FA meeting – 17-18 FA packaging for grad students**

3/17/17

Attendees: Amanda, Andrea, Maggie, Randee, Tracy

1. COA – going out on the high side for packaging: Tracy will email Grad COAs to us
	1. Assumptions:
		1. UG res = 0% inc
		2. UG nonres, G res, G non res = 5% inc
2. ENG awarding
	1. Tracy assumed we were going with last year’s model (from the Steves I think) and intends to go with “same as last year” – same methodology, award amount (1800), EFC criteria (0) for same total ($110K), pending seeing how many of this year’s admits actually qualify for an ENG
	2. She had \*not\* seen Walter’s numbers in his spreadsheet (% allocation, lower total of $87K) – and, she said she thought that the $87 number was “low”
	3. I gave Tracy my copy of the applicable page from Walter’s spreadsheet
3. Dates all grad prog plan to have admits in Banner:
	1. MES = April 14
	2. MiT = April 21
	3. MPA = March 31
4. Therefore FA will package grad students as follows
	1. New admits – 2 rounds
		1. 1st round = April 3rd week (will save some $ for MiT)
		2. 2nd round = April 24st week
	2. Continuing students
		1. May is current estimate – she’ll confirm
5. If applicants or students want to change to using 2016 as base year for FAFSA (due to dramatic change in income)
	1. File an income adjustment petition
	2. Must provide a tax transcript for both 2015 (if haven’t already) and 2016
	3. The 2015 data retrieval tool through the Dept of Ed is down – USE IRS instead
		1. Through IRS.gov
		2. Free
		3. Fastest way: Create an account but need SSN \*and\* credit card or another acceptable verification of ID – typically student can bring up a copy of tax trans, print and bring to FA
		4. Long way but don’t need IDs: If can’t/won’t provide IDs, send form 4506T, get tax trans in mail
	4. Once FA has tax trans they have to verify, send info to Dept of Ed, get it back = 3-4 weeks to process = **MAY** MAKE 2ND ROUND DEADLINE TO QUALIFY FOR ENG, but EFC has to be $0
	5. May be worth doing even if EFC is not 0, to increase need for MPA awards
6. Students with dependents can request a higher budget – options
	1. Request a non traditional budget = $500 per child, max $1500 per quarter/3 kids
		1. Very little explanation: just need to say “I support X dependents”
	2. Day care request = separate from non trad budget = file family expenses form
7. Summer 2016 FA
	1. March 31 = FA will email the Summer Interest Form to all students
		1. To apply, students just reply to the email, filling in the form
	2. May 1 = Priority Deadline for FA to receive form
		1. Receipt by PD promises packaging by Summer reg
		2. Can still apply for FA but packaging not promised by Summer reg
	3. May 1st week = FA packages Summer
8. Waiver award communication with FA – contact person will be changing
	1. New position being hired who will take over as tuition waiver contact with grad programs
	2. Tracy will inform us when to make the change
	3. Until then, keep sending waiver award info to Colby and cc: Tracy