

## Application Procedure

Each student who submits a complete financial aid application by the required deadline will be considered for all types and sources of financial aid administered by the University, including federal, state, and institutional grants, loans, and work programs.

### Early Decision Students

Please submit the following documentation by the November 15<sup>th</sup> deadline to ensure consideration for financial aid. In order to submit your application materials by the due date, you may need to estimate some of the information.

U.S. Citizens and Permanent Residents		
Required Forms	How to Apply/Where to Send	Due Dates
<b>CSS Profile Application</b>	<p>Apply online at the <a href="#">College Board's Profile On Line site</a>.</p> <p>Duke's CSS College Code is 5156.</p> <p>Duke receives your Profile data electronically from CSS so you do not need to send copies or printouts of your application to Duke.</p>	Nov 15
<b>Free Application for Federal Student Aid (FAFSA)</b> (Required of all enrolling ED students to finalize their financial aid awards.)	<p>Apply online after January 1 at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>.</p> <p>Duke's federal code number is 002920.</p> <p>Be sure to sign your FAFSA either electronically with a PIN number provided by the Department of Education or by printing out and mailing a FAFSA signature sheet to the processor. More information on PIN numbers will be found at <a href="http://www.pin.ed.gov">www.pin.ed.gov</a>.</p>	Apr 15
<b>Tax Returns &amp; W2 Forms</b>	Submit signed copies of your parents' and your own most recent federal tax returns (including all forms and schedules) to the Duke Financial Aid Office at PO Box 90397, Durham, NC 27708.	Nov 15
<b>Tax Returns &amp; W2 Forms</b> (Required of all enrolling ED students to finalize their financial aid awards.)	During January you will receive a letter from the <a href="#">College Board's Institutional Documentation Service (IDOC)</a> providing you with instructions on how to submit your most current tax forms. You will be asked to send signed photocopies of all pages of your parents' and your own federal tax returns (including all forms and schedules) to the College Board. This information is required before any aid can be applied to your charges.	Apr 15
<b>CSS Noncustodial Profile</b> (Only required if your parents are divorced, separated, or were never married.)	<p>When you complete your Profile registration, the College Board will notify you that Duke requires the Noncustodial Profile. You will be sent an e-mail that details the requirement and you will be directed to share this e-mail with your noncustodial parent. This e-mail will contain a link to the Noncustodial Profile website as well as login instructions for your noncustodial parent.</p> <p>Your noncustodial parent must send a copy of his/her most recent tax return directly to Duke's Financial Aid Office and his/her most recent tax return to the CSS IDOC Service described above.</p>	Nov 15
<b>CSS Business/Farm Supplement</b> (Only required if your parent(s) are self-employed or own a business.)	<a href="#">Download this form</a> , and submit directly to the Duke Financial Aid Office.	Nov 15
<b>Additional Information</b>	Feel free to mail us a letter of explanation if your family has special circumstances or unusual expenses, or if you feel there are any other details which will help us understand more completely your financial situation. For ED applicants such information can be mailed to the Duke Financial Aid Office at PO Box 90397, Durham, NC 27708.	Nov 15

## Regular Decision

### Application Process for Regular Decision Applicants

U.S. Citizens and Permanent Residents		
Required Forms	How to Apply/Where to Send	Due Dates
<b>CSS Profile Application</b>	<p>Apply online at the <a href="#">College Board's Profile On Line site</a>.</p> <p>Duke's CSS College Code is 5156.</p> <p>Duke receives your Profile data electronically from CSS so you do not need to send copies or printouts of your application to Duke.</p>	March 1
<b>Free Application for Federal Student Aid (FAFSA)</b>	<p>Apply online at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>.</p> <p>Duke's federal code number is 002920.</p> <p>Be sure to sign your FAFSA either electronically with a PIN number provided by the Department of Education or by printing out and mailing a FAFSA signature sheet provided by the processor. More information on PIN numbers will be found at <a href="http://www.pin.ed.gov">www.pin.ed.gov</a>.</p>	March 1
<b>Tax Returns &amp; W2 Forms</b>	<p>Once you have filed your Profile Form, you will receive a letter from the <a href="#">College Board's Institutional Documentation Service (IDOC)</a> providing you with instructions on how to submit your tax forms and any other supplemental forms that may be required. You should send signed photocopies of all pages of your parents' and your own federal tax return including photocopies of all W-2 forms to the College Board by <b>March 15th</b>. Students unable to provide their taxes to IDOC by March 15th can send most recent returns directly to the Duke Financial Aid Office. NOTE: IDOC will not accept prior year returns. Also, all students must submit current tax information to IDOC before financial aid awards will be finalized.</p>	March 15
<b>CSS Noncustodial Profile</b> (Only required if your parents are divorced, separated, or were never married.)	<p>When you complete your Profile registration, the College Board will notify you that Duke requires the Noncustodial Profile. You will be sent an e-mail that details the requirement and you will be directed to share this e-mail with your noncustodial parent. This e-mail will contain a link to the <a href="#">Noncustodial Profile website</a> as well as login instructions for your noncustodial parent.</p> <p>Your noncustodial parent tax return should either be submitted in the same packet with the custodial parent's information or in a separate packet mailed to the <a href="#">College Board's IDOC Service</a> with a copy of your original IDOC letter.</p>	March 1
<b>CSS Business/Farm Supplement</b> (Only required if your parent(s) are self-employed or own a business.)	<p>If either of your parents is self-employed or owns a business or farm, he/she will need to submit a Business/Farm Supplement for each business in which any interest is held. If your family has an interest in or ownership of a partnership or corporation, include copies of their most recent business tax returns (Forms 1065, 1120, or 1120S, as well as any K-1 filed with your parents' personal tax form.) Download at <a href="http://www.collegeboard.com">www.collegeboard.com</a> and mail with your other required documents to the <a href="#">College Board's IDOC Service</a>.</p>	March 15
<b>Additional Information</b>	<p>If your family has special circumstances or unusual expenses, or if you feel there are any other details which will help us understand more completely your financial situation, please forward a detailed letter directly to our office.</p>	March 15

## Returning Students

### Application Process for Returning Upperclass Students

The following information will help you determine which applications and forms you need to complete and the dates you should submit them.

U.S. Citizens and Permanent Residents		
Required Forms	How to Apply/Where to Send	Due Dates
<b>CSS Profile Application</b>	<p>Apply online at the <a href="#">College Board's Profile On Line site</a>.</p> <p>Duke's CSS College Code is 5156.</p> <p>Duke receives your Profile data electronically from CSS so you do not need to send copies or printouts of your application to Duke.</p>	May 1
<b>Free Application for Federal Student Aid (FAFSA)</b>	<p>Apply online at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>.</p> <p>Duke's federal code number is 002920.</p> <p>Be sure to sign your FAFSA either electronically with a PIN number provided by the Department of Education or by printing out and mailing a FAFSA signature sheet provided by the processor. More information on PIN numbers will be found at <a href="http://www.pin.ed.gov">www.pin.ed.gov</a>.</p>	May 1
<b>Tax Returns &amp; W2 Forms</b>	<p>Once you have filed your Profile Form, you will receive a letter from the <a href="#">College Board's Institutional Documentation Service (IDOC)</a> providing you with instructions on how to submit your tax forms and any other supplemental forms that may be required. You should send signed photocopies of all pages of your parents' and your own 2007 federal tax return including photocopies of all W-2 forms to the College Board by May 1st.</p>	May 15
<b>CSS Noncustodial Profile</b> (Required if submitted last year or if your parents divorced during the past year.)	<p>When you complete your Profile registration, the College Board will notify you that Duke requires the Noncustodial Profile. You will be sent an e-mail that details the requirement and you will be directed to share this e-mail with your noncustodial parent. This e-mail will contain a link to the Noncustodial Profile website as well as login instructions for your noncustodial parent.</p> <p>Your noncustodial parent tax return should either be submitted in the same packet with the custodial parent's information or in a separate packet mailed to the <a href="#">College Board's IDOC Service</a> with a copy of your original IDOC letter.</p>	May 1
<b>CSS Business/Farm Supplement</b> (Only required if your parent(s) are self-employed or own a business.)	<p>If either of your parents is self-employed or owns a business or farm, he/she will need to submit a Business/Farm Supplement for each business in which any interest is held. If your family has an interest in or ownership of a partnership or corporation, include copies of their most recent business tax returns (Forms 1065, 1120, or 1120S, as well as any K-1 filed with your parents' personal tax form.) Download at <a href="http://www.collegeboard.com">www.collegeboard.com</a> and mail with your other required documents to the <a href="#">College Board's IDOC Service</a>.</p>	May 1
<b>Additional Information</b>	<p>Feel free to include a letter of explanation to us if your family has special circumstances or unusual expenses, or if you feel there are any other details which will help us understand more completely your financial situation, please forward a detailed letter directly to our office.</p>	May 1

## **Verification of Information**

The U.S. Department of Education requires all institutions disbursing federal financial aid funds to verify the accuracy of the information students and their families submit as a basis for awarding aid. Duke complies with this mandate by performing 100% verification on all financial aid applicants. Students are required to complete and submit the Federal Verification Worksheet . We will verify information such as household sizes, number of family members, and number of siblings in college. Verification completed after the initial award has been determined, may result in the change of the financial aid award, and in some cases, the repayment of funds already received. Failure to comply with the request for this information will result on cancellation of your financial aid funds.

Students are responsible for notifying the Financial Aid Office of any changes in their family's circumstances that might affect eligibility for financial aid. Specifically, you should immediately advise us in writing when there is a decrease in the number of family members in the household or a change in the enrollment status of family members who previously had been reported to be enrolled in college. You also must notify us in writing of any resources, including outside scholarships, grants, and student loans, that become available to you.

## **Financial Fraud**

Applicants for institutional financial aid are required to submit both parent and student information as detailed on the College Scholarship Service's PROFILE and on the federal governments Free Application for Federal Student Aid (FAFSA). They also are required to provide copies of their most recent tax forms (all pages and schedules) and W2 Forms. Families are also encouraged to provide the Aid Office with details of extenuating circumstances affecting their ability to support educational expenses.

The Financial Aid Office carefully reviews the various documents submitted by the family making corrections where appropriate and requesting additional detail when necessary. Parents and students are both required to sign each aid form to attest to the accuracy of the submission. Once the Aid Office is satisfied that the information provided by the family is correct, it is used to determine the student's eligibility for institutional financial aid funds.

On rare occasion, the Aid Office determines that the parent and/or student, in order to qualify for additional financial aid, have willfully submitted false information. The University will not attempt to determine whether or not the child was informed or complicit with the filing of the information. Willful submission of fraudulent information is to be strictly interpreted. Willful submission of fraudulent information specifically does not include cases in which interpretation of data or circumstance or submission of erroneous information is at issue.

Once it has been determined that fraud has been committed, the following actions will be taken.

Federal records and any resulting award of federal funds will be corrected and, where appropriate, submitted to the Department of Education for consideration by appropriate fraud investigators.

The student's demonstrated need for each year in which fraudulent information was submitted will be recalculated using corrected information as submitted by the family. The corrected student aid award for those years in which willful fraud has been confirmed (past and present) will be prepared with self-help funds replacing what would otherwise have been institutional grant funds.

Should the student choose to apply for institutional aid in the academic year following the determination of fraud, any institutional grant funds for which the student qualifies will be replaced with self-help funds. In subsequent years, the student is eligible to apply for and, if qualified, receive financial aid from Duke by following all applicable aid application requirements.

In all such cases the student will be invited to appeal his or her case directly to the Provost's Office. Following this review, the student's case may, at the Provost's discretion, be submitted to the University Judiciary Board.