BAYLOR COLLEGE OF MEDICINE

2015-2016 Financial Aid Application Procedures and Instructions

CHECKLIST

All required documents must be received in the Student Financial Aid (SFA) office before aid determination is made. Please submit all required documents together. Processing time may take up to 6 weeks before you receive a financial aid offer.

___ 1. Free Application for Federal Student Aid (FAFSA) - http://www.fafsa.ed.gov/ BCM school code is 015170. Application MUST BE COMPLETED BY STUDENT, NOT BY PARENT OR SPOUSE.
   - Have your 1040 IRS Tax Return completed before completing your FAFSA.
   - Student must apply and or have a FAFSA PIN number.
   - To avoid delays, read and resolve all notices received from your FAFSA.
   - SFA office must receive the results of your FAFSA from the Dept. of Ed. before any financial aid is processed. It may take up to 1 weeks for your FAFSA information to download into the school system.
   - Parent(s) and/or Spouse cannot complete the FAFSA for the student. All students attending BCM are independent regardless if they are claimed on a parent’s tax return or married.
   - All students accepting loans will need to complete an annual “Online Entrance Counseling Session, you will receive directions on your award letter offer.
   - Carefully read your award letter offer along with the instructions given in the email, failure to do so may delay your financial aid from being disbursed.

___ 2. BCM Financial Aid Application
   - Complete all sections of the BCM financial aid application.
   - Write “0” if none or “NA” if the question does not apply to you.
   - Financial aid applications are accepted through March 31, 2016 for academic year 2015/2016.
   - Medical Students only: Institutional and need based scholarships are awarded on a first come, first serve basis as funds are limited.

   Required if you are applying for an institutional loan and/or a need based scholarship

___ 3. IRS US Tax Return.
   - If you have any questions regarding the “IRS Data Retrieval Tool”, please see the FAFSA website: https://fafsa.ed.gov/help/irshlp9.htm
   - Department of Education suggest the use of the “IRS Data Retrieval Tool”: The IRS Data Retrieval Tool allows students and parents to access the IRS tax return information needed to complete the Free Application for Federal Student Aid (FAFSA), and transfer the data directly into their FAFSA from the IRS Web site.
   - You must provide copies of W-2(s), 1099 Misc, all schedules, attachments and addendums
   - Make sure tax returns are signed, even if you filed electronically.
   - If you do not have a copy of your filed US Tax return, go to: http://www.irs.gov/Individuals/Get-Transcript to request one.
   - Married students filing separate must summit copy of spouse’s return and schedules.
   - Students applying for federal loans only do not need to submit tax return unless you are selected for verification.

___ 4. IRS Non-Filers (Verification of Non-Filing Required if you are not submitting a Tax Return)
   - If you are not required to file a tax return, indicate that on the BCM Financial Aid Application.
   - At this time, most students are not able to request or print a verification of non-filers letter from the IRS for 2014. Do not hold in submitting your BCM Financial Aid Application to our office (N104). If your file is selected for verification, we will request it from you at a later time (after June 15). There are too many problems with the IRS website. Do not try to get one in person from the tax office at this time unless we specifically ask you for it.
5. **Parent Verification Worksheet - Medical Students Only** - If you are applying for a need base scholarship
   - Complete parent information section of the FAFSA - Must be completed by student.
   - Complete Parent Verification Worksheet – Form on Financial Aid website - Must be completed by parent.
   - Submit copy of parent’s 2014 US Income Tax Return(s) including all W-2’s, 1099 Misc, Schedules and Addendums. If parents are single or divorced, you must submit two tax returns, one for each parent. At least one of the parent information needs to be reported on the FAFSA.
   - **No foreign tax returns or foreign conversions will be accepted.**
   - All required forms must be submitted together; both parental worksheet(s) and tax return(s) with the student application. Separate parental tax returns will not be reviewed if application has already been processed.

6. **Other documents may be requested and/or required if selected for verification. Do not submit unless we ask for them:**
   - Recurring BCM scholarship letter
   - Proof of U.S. Citizenship
   - Proof of Selective Service
   - Marriage Certificate
   - Child Care or Day Care Forms
   - Spouse’s IRS form with W-2’s, all schedules, and addendums
   - Bank Statements
   - Proof of disability or unemployment letters
   - In addition to your tax return, financial aid counselors may request, at anytime, a transcript from the IRS of your filed return(s) for verification.
   - **If declining any loan offers that should cover full cost of attendance, proof of additional contributions not reported will be re-determined. You may be in-eligible for need base scholarships.**
   - If applying for a need base scholarship and only submitting one parental income, additional documentation will be required and requested at the time of the verification process.

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*Important Notice*

If you are planning to take a leave of absence (LOA), you must stop by the Financial Aid Office in addition to visiting the dean’s office. Taking a LOA can affect your financial aid eligibility and you will need to complete the on-line Exit Counseling Session before getting your clearance form signed by our office.

General Records and inquiries: Marjorie Guevara: [mlguevar@bcm.edu](mailto:mlguevar@bcm.edu)
713-798-4603

**MS 1 Students contact:**
Hilda DeLeon  
[hildad@bcm.edu](mailto:hildad@bcm.edu)

**MS 2, 3, 4 Students contact:**
Yolanda Guevara  
[yolandar@bcm.edu](mailto:yolandar@bcm.edu)

Allied Health, Graduate Students, and Federal Work Study contact:
Britney May Mortenson  
[Britney.Mortenson@bcm.edu](mailto:Britney.Mortenson@bcm.edu)

All documents need to be submitted by mail or hand delivered to:
Baylor College of Medicine  
One Baylor Plaza  
The Student Financial Aid Office, Room N104  
Houston, TX 77030

**NO Faxes or E-Mail Scanned Attachments will be accepted**
Please do not submit this check list.
Financial Aid Application

Academic Year
2015 / 2016

COVER SHEET

Following Students Only:
Medical Graduate
MD/JD
MD/MBA
MD/MPH
MD/PHD
MSRT

For Privacy Purposes - When dropping off the Fin Aid Application in our department in-box please include this coversheet and do not print forms on both sides of the paper.

Thank You.
2015-2016
FINANCIAL AID APPLICATION
(To be completed by all students except Allied Health)

PERSONAL INFORMATION

BCM ID# _______________ or Last four digits of Social Security # (Incoming) _________________

Last Name __________________________ First Name __________________________ M.I. _____________

Date of Birth _______________________ E-mail: ______________________________

I began/will begin my studies at Baylor College of Medicine on ______/_______ (mm/yy)

My anticipated graduation date from Baylor College of Medicine is ___/___/____ (mm/dd/yy)

For tuition purposes, I am currently officially classified, by Baylor College of Medicine Registrar’s Office, as a resident in the State of: ________________

I am currently applying for Texas Residency though the Registrar’s Office. □ Yes □ No

While attending Baylor College of Medicine, I will be living at home with family. □ Yes □ No

This is my first application for Financial Aid at Baylor College of Medicine. □ Yes □ No

ACADEMIC INFORMATION

During the Fall Semester 2015 - Spring Semester 2016, I will be classified by the Registrar’s Office as a:

Medical Student Class Level: (circle one) I II III IV

I am repeating the year circled above: □

I will be in the MSRT Research Program Year in 2015/2016: □

I am in the MD/MBA - Medical School:
□ Summer (after 1st year at Rice)
□ Spring (after Rice Classes completed) MS III

Other: ______________________________

I am in the MD/PhD Program: □ Last day of attendance: ___/___/_______

Graduate Student: (circle one) I II III IV V VI VII _____

Department Name: __________________________ Administrator Contact: __________________________

I am currently on a Leave of Absence and will return on _____/_____/_______ (mm/dd/yyyy)
**2015-2016 STUDENT RESOURCES**

**STUDENTS** – During your enrollment period of academic year 15/16, if receiving any monetary support towards your tuition and fees, room and board, or other educational costs, please list below. Do not include last year’s BCM financial aid offers or aid you are currently applying for, unless it was a committed scholarship:

- BCM Award $_________________ (Merit Committed Scholarships)
- Parent Contribution $_________________
- Family Contribution $_________________
- Friend(s) Contribution $_________________
- Private Scholarships $_________________
- Private Loans $_________________
- Military Scholarship $_________________ Air Force _____ Army _____ Navy _______ Other _____
- Other BCM Support $_________________ (Supplemental Pay, Stipend, etc.)
- Other Support $_________________ (College Investment, 529, TX Tomorrow Funds, etc.)

**FUNDING INFORMATION**

All students will be awarded up to the maximum allowed on loans and based on fund availability. You will have the option to accept, reduce or decline any loan(s) offered. Awards reduced or declined are not re-awarded within the same academic year.

<table>
<thead>
<tr>
<th>Loan Types</th>
<th>Class</th>
<th>Interest</th>
<th>Interest Accrues While Enrolled</th>
<th>Origination Fee Charge</th>
<th>EFC</th>
<th>Requires Credit Check</th>
<th>Maximum Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCM Loans (Limited)</td>
<td>MS</td>
<td>Varies</td>
<td>Most - No</td>
<td>N/a</td>
<td>N/a</td>
<td>No</td>
<td>$5,000</td>
</tr>
<tr>
<td>Federal Loans</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unsub Stafford</td>
<td>GS, MS, MSRT</td>
<td>6.21%</td>
<td>Yes</td>
<td>1.073%</td>
<td>n/a</td>
<td>No</td>
<td>$20,500 - $47,167*</td>
</tr>
<tr>
<td>Grad Plus</td>
<td>GS, MS, MSRT</td>
<td>7.21%</td>
<td>Yes</td>
<td>4.292%</td>
<td>n/a</td>
<td>Yes</td>
<td>Up to Budget</td>
</tr>
<tr>
<td>Federal Perkins</td>
<td>MS 2, 3, 4**</td>
<td>5.0%</td>
<td>No</td>
<td>No</td>
<td>0</td>
<td>No</td>
<td>$8,000.00</td>
</tr>
</tbody>
</table>

*Unsub Stafford Limits cannot exceed budget: GS $20,500; MS 1, 2 & 4 $44,944; MS 3 $47,167. Origination fees change every October 1st. The fees listed will apply to all students with a first disbursement made before Oct 1. Interest rates subject to change in June.

**Check One or more below:**

I am interested in **Federal Work Study (FWS)**: A program that offers part-time employment, enabling students to earn rather than borrow funding with flexible job opportunities that pay $15.00 an hour. **Yes □**

I am interested in **Federal Loans**: **Yes □**

I am interested in **BCM/Institutional Loans**: **Yes □**
MEDICAL STUDENTS
For reporting purposes, please indicate your strongest specialty preference (only choose one)

☐ Pediatrics
☐ Medicine
☐ Cardiovascular Disease
☐ Surgery
☐ Other Specialty __________________________________________

STUDENT HOUSEHOLD INFORMATION (& Spouse if applicable)

Status: ☐ Single ☐ Married Date: ____________ ☐ Separated/Divorced Date: ____________

List all, include yourself, your spouse, and your dependent children, that you (and your spouse) will support and claim on your tax return between July 1, 2015 and June 30, 2016.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self</td>
<td></td>
<td></td>
<td>Baylor College of Medicine</td>
</tr>
<tr>
<td>Spouse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STUDENTS TAX FILING STATUS - Students Income (& Spouse if applicable)

Report your 2014 total earnings, even if you were not required to file a tax return. Do not leave blank, Write “0” if none.

$____________________ $____________________
Student Total Earnings Spouse Total Earnings

☐ Check here if you filed a 2014 U.S. Federal Tax Return: Department of Education suggests the use of the "IRS Data Retrieval Tool" to transfer the data directly into their FAFSA from the IRS Web site.

➢ Attach a signed copy of your 2014 Federal Tax Return include All Schedules, worksheets, W2’s and /or 1099 statements. All these forms must be submitted together with your application.

☐ Check here if you are not required to file a 2014 U.S. Federal Tax Return:

At this time, most students are not able to request or print a verification of non-filers letter from the IRS for 2014. Do not hold in submitting your BCM Financial Aid Application to our office (N104). If your file is selected for verification, we will request it from you at a later time (after June 15). There are too many problems with the IRS website. Do not try to get one in person from the tax office at this time unless we specifically ask you for it.

STUDENTS ASSET INFORMATION - Do not leave any lines blank. Write “0” if none
1. Total current balance of cash, savings, and checking accounts $________________
2. Current net worth of investment $________________
3. Current net worth of business $________________

Total: $________________

Statement of Educational Purpose

I certify that I ________________________________(Print Student’s Name) am the individual signing this Statement of Educational Purpose and that all institutional and federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Baylor College of Medicine for 2015-2016

( Student Signature) (Date)

Submit this form and required documents to:
BAYLOR COLLEGE OF MEDICINE
STUDENT FINANCIAL AID OFFICE
ONE BAYLOR PLAZA, SUITE N-104
HOUSTON, TEXAS 77030

No awards will be offered until “all” forms have been properly completed, signed, received and verified by the Office of Financial Aid. All students must apply for aid each academic year. It is recommended that you keep copies of all forms submitted for your records. We do not release copies after they have been submitted.

No faxes or scanned email documents are allowed.

A financial aid application may take up to 6 weeks to process.

Returning Students: Check the Student CAMS portal for status and missing documents.
https://cams.bcm.edu/estudent/login.asp