Candidates for admission are encouraged to complete all financial aid materials as soon as possible. Do Not Wait Until You Are Accepted To Apply For Financial Aid.

Students who submit applications to our office by the **Fall** priority consideration date will receive award notices in April.

Students who submit applications to our office by the **Spring** priority consideration date will receive award notices in December.

Students will still be considered for aid if applications are submitted after the priority consideration date. However, the Office of Financial Aid processes applications on a first-come, first-served basis; therefore, late applicants may experience a delay in the notification of their eligibility. Students are still expected to meet all registration and payment deadlines even if they have not received financial aid award notices by those dates. Disbursements and/or refund checks may be delayed for late applicants.

Please be aware that loan eligibility may not be certified after the last day of classes. Students who are applying for financial aid late into the semester (within one month of the last day of classes) should contact the Office of Financial Aid to confirm that adequate time is available to process the request.

### 1. Complete Institutional Application for Financial Aid

All students interested in applying for any type of financial assistance must complete an application for financial aid.

### 2. 2015-16 Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). TUSM’s school code is E00520.

The 2015-16 FAFSA (available after 1/1/2015) should be completed at least 2 weeks before the deadline. If you have not yet completed your 2014 tax returns, estimated income information may be used, however, this information should be updated to include actual tax information at a later time (please utilize IRS Data Retrieval tool—see details below).

In an effort to simplify the FAFSA application, reduce errors and prevent fraud, the Department of Education (ED) and the Internal Revenue Service (IRS) have created a process called IRS Data Retrieval. This allows for the student’s tax information to be transferred from the IRS to the FAFSA automatically. The IRS Data Retrieval process for the 2015-2016 academic year is scheduled to be available beginning February 5, 2015.

**Important things to consider:**

- Electronically filed tax return information will be available online from the IRS site in 1-2 weeks after the return has been submitted to the IRS. However, data from paper tax returns will be made available 6-8 weeks after receipt.

- Applicants, who choose not to use the IRS Data Retrieval process or who retrieve IRS data but subsequently change information, may be subject to being selected for verification. If selected for verification, you will be required to submit a tax transcript from the IRS as copies of federal tax returns are not acceptable forms of documentation for this purpose.

**Some Helpful Tips**

- Review credit reports annually to avoid any unforeseen issues that may arise, correct any errors or discrepancies and protect against identity theft. The Office of Financial Aid strongly recommends using the website: [www.annualcreditreport.com](http://www.annualcreditreport.com) to request information from all 3 credit agencies.

- Make copies of everything submitted and feel free to call or send an email to verify the documents have been received.

- Keep in mind that financial aid is awarded on a yearly basis. Look forward to doing this all over again next January!