

CIM 12-13 Applicant Financial Aid Timeline

December 1, 2011	Priority deadline to submit online Application to CIM and related Admission documents for the 12-13 academic year.
Mid December, 2011	The CIM Financial Aid Office will email all applicants with student-specific information and NetPartner login (NetPartner is CIM's online Financial Aid System) detailing applicant requirements to complete the financial aid process.
Feb 5 – March 5, 2012	Audition at CIM.
January/early February, 2012	Collect 2011 tax return documents, as applicable; prepare return if possible. If unable to complete tax return at this time, you may use estimates to meet the February 15 FAFSA and/or CSS PROFILE deadline(s).
February 15, 2012	<p>Priority deadline to submit the 12-13 FAFSA at www.fafsa.gov. CIM's FAFSA code is 003031. This is required for all U.S. citizens and permanent residents seeking <i>any</i> aid. May not be submitted prior to January 1, 2012. After submitting your FAFSA, be sure to review the Student Aid Report (SAR) that is sent to you by the processor. Until you review the SAR, do not assume your FAFSA is complete.</p> <p>AND</p> <p>This is also the priority deadline to submit the 12-13 CSS PROFILE online at https://profileonline.collegeboard.com. CIM's PROFILE code is 1124. This is required of all undergraduate U.S. citizens and permanent residents as well as both graduate and undergraduate international students seeking aid of any type from CIM. For more details about the Profile and the filing fee (\$25 for first report, \$16 for each subsequent one), please see the 12-13 CSS Financial Aid PROFILE Student Guide https://profileonline.collegeboard.com/prf/VignetteServlet/VignetteServlet.srv?relativePath=/profile/pdfs/1213_profile_regist_guide.pdf.</p>
April 1, 2012	Admitted students should receive admission notification and the financial aid offer by this date via NetPartner, assuming all required documents were completed by the due dates listed above.
April 15, 2012	<p>If any estimated tax information was used, you must correct your FAFSA with actual completed tax return data, as soon as the return is complete, as required by law. Be sure to also update on the FAFSA that the tax filing status is "completed" and no longer in "will file."</p> <p>April 15 is the deadline for graduate students to confirm intent to enroll. To accept graduate admission to CIM, sign and return the Intent to Enroll Form including Tuition Deposit information as well as accept/decline the financial aid offer and FERPA Form by April 15. Submit any additional required financial aid documents as noted on NetPartner.</p>
May 1, 2012	May 1 is the deadline for undergraduate students to confirm their intent to enroll. To accept undergraduate admission to CIM, sign and return the Intent to Enroll Form including Tuition Deposit information as well as accept/decline the financial aid offer and FERPA Form by May 1. Submit any additional required financial aid documents as noted on NetPartner.
June 30, 2012	Finish any remaining supplemental aid documents needed by the Financial Aid Office. If you have any outside or private scholarships, be sure to inform the Financial Aid Office in writing as they are required to be included in your aid file. Aid will not be credited (disbursed) to the student tuition account until all required documents are completed.

Free Application for Federal Student Aid (FAFSA) Tips

The FAFSA is required of **all** undergraduate and graduate students who are U.S. citizens or permanent residents who seek **any** CIM Financial assistance, including those only seeking a CIM Scholarship. CIM Scholarships take into account both financial need and merit. We do not offer merit-only aid. This is how we obtain your financial need.

Please submit your FAFSA online at www.fafsa.gov. CIM's school code for the FAFSA is 003031. While we strongly urge you to submit the FAFSA online, you may order a paper form from the Department of Education by calling the Federal Student Aid Information Center (FSAIC) toll-free at 1-800-4-FED-AID (1-800-433-3243). Keep in mind, the online FAFSA processes in just a few days; paper applications will take several weeks. The 12-13 FAFSA will not be available until January 1, 2012. Any completed prior to January 1 will not be applicable, as they are for the wrong school year. Your FAFSA is due 2/15/12.

We suggest you print out the **FAFSA on the Web Worksheet**. You can use this handy form to collect all data ahead of time to make sure you have all the information needed before you sit down at the computer to enter your FAFSA online. See www.fafsa.gov and the "before beginning the FAFSA" section. This worksheet is to assist you and should not be sent to CIM or the FAFSA processor. You will need to enter the information from this form into the FAFSA online or via the actual 12-13 paper FAFSA.

Note... there are several scam websites with similar names that will charge you a fee to complete your FAFSA - **DO NOT PAY TO HAVE YOUR FAFSA FILED!** Only use the official federal site www.fafsa.gov. Not only do these scam sites charge you for what is a free process, they often submit incorrect data and it will take longer to process than if you use the correct federal site.

You do NOT need to have your 2011 tax return(s) completed to submit your FAFSA! Yes, it is easier to do your FAFSA if your taxes have been prepared first, but it is not required. You may estimate 2011 tax return data so you can get your FAFSA in by the deadline. If you do this, remember you are required by law to submit a FAFSA correction as soon as actual tax data is known. **Do not wait** until March or April to do your FAFSA just because your tax return is not completed. Some types of aid have limited funding and if you are late with any particular school's deadline, you may miss out.

IRS Data Retrieval

Beginning February 1, 2012, students and parents who have submitted their 2011 IRS tax return will be able to select the IRS Data Retrieval option on the FAFSA to transfer tax information to the FAFSA. We **strongly encourage** you to select this option during the initial filing or when subsequent corrections are made to your 12-13 FAFSA. This option will streamline and expedite the processing of your financial aid application.

To successfully use this option you must:

- Have a federal tax return filed with the IRS.
- Have a valid social security number.
- Have a Federal Aid Personal Identification Number (PIN).

*You will be unable to use this option if:

- Your marital status changes after December 31, 2011.
- You filed married filing separately.
- You filed an amended return.
- You filed a foreign tax return.

*For any of these scenarios, filers will need to request an IRS Tax Return Transcript via IRS Form 4506-T, if required for Verification by the school(s).

If on the FAFSA you listed your tax filing status as "Will File" because you had not yet filed a return, please remember to change this status to "Already File," update all relevant income fields to your FAFSA, and select the IRS Data Retrieval option once you have actually submitted a federal tax return to the IRS.

According to the IRS electronically filed tax return information will be available online from the IRS site in 1-2 weeks after the return has been filed. Data from paper tax returns will be available in 6-8 weeks. If your FAFSA is selected for verification, and you chose not to use this option or you changed the IRS data, you will be required to request a tax transcript from the IRS and submit it to the Financial Aid Office. **Personal copies of tax returns can no longer be accepted.** *Federal Register (75 FR 66832)*

CSS PROFILE Tips

The **CSS PROFILE** (or **INTERNATIONAL PROFILE**, as applicable) is required of **all** U.S. undergraduate applicants as well as all undergraduate and graduate international applicants who seek **any** CIM Financial aid, including CIM Scholarship. CIM Scholarships take into account both financial need and merit. This is how we obtain your financial need. This item is due by 2/15/12. Please submit your PROFILE online at <https://profileonline.collegeboard.com>. **CIM's school code for the PROFILE is 1124.** Please see the Student Guide at the bottom of the website and be sure to follow instructions carefully.

International students please note that you will submit all financial data in your home currency and the PROFILE will do the conversion to U.S. dollars.

Once the PROFILE is submitted, you cannot make corrections online. If you discover an error, please print a copy of your receipt copy and hand write any corrections in the appropriate places and fax that copy to the CIM Financial Aid Office at 216-707-4519.

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**IMPORTANT: CIM's applicant FAFSA and PROFILE priority deadline is 2/15/12. To allow the most opportunities for all kinds of financial aid, be sure to meet this deadline! Due date refers to date submitted online, not the date processed. Transmittal date is one of the data fields sent to the school(s) on the processed file. Do NOT wait until 11:59 pm on 2/15/12 to file, as we are not responsible if there is an issue with the FAFSA and/or PROFILE websites. Treat this deadline as you would any other priority. Many kinds of aid have limited funding and priority will be given to those students who adhere to our due dates. If financial aid is an important consideration for your college decision, treat these deadlines as you would any other priority.**