

**Widener University Delaware Law School**  
**Legal Studies Programs**  
**Financial Aid Instructions and Checklist**

The following checklist has been provided to assist you in the process of applying for financial aid at Widener University Delaware Law School. Students must apply every year for financial aid. To maintain eligibility you must remain enrolled on at least a half-time basis. Half time status is six credits for undergraduate students.

**Incoming students** must be accepted to their program of study before their completed financial aid files will be reviewed. Students in a Conditional Status are not eligible for financial aid. Incoming students do not have a deadline as they are considered for institutional aid on a rolling basis. However, it is strongly recommended that the required forms are completed as soon as possible.

**Checklist**

- Free Application for Federal Student Aid (FAFSA):** Submit the FAFSA online at <https://studentaid.gov>. Select “Complete the FAFSA<sup>®</sup> Form”. You will be prompted to create a FSA User ID if you have not already done so. You (and your parent if parental information is required) will use your 2018 Federal Tax Information to complete your FAFSA. We recommend that you utilize the IRS Data Retrieval Tool as this will greatly speed up the process and help to eliminate input errors. The results of the processed FAFSA will be sent to the student and school. **Our school code is B04724.** If Widener University Delaware Law School is not listed on your FAFSA, please go online to add our code.
  
  - Delaware Law School Financial Aid Data Form (complete and submit online at <http://delawarelaw.widener.edu/dataform>)** Students must indicate on the form the amount of funding they would like to receive from the Federal Direct Subsidized/Unsubsidized Loan Program. Incoming students should return the form as soon as possible. The form can be downloaded at <http://delawarelaw.widener.edu/faforms>.
  
  - Federal Direct Subsidized/Unsubsidized Loan MPN:** The FAFSA is not a loan application, but is used to determine eligibility for Federal Student Aid (FSA) programs. New students and returning students borrowing for the first time in 2020-21 must complete a Federal Direct Subsidized/Unsubsidized Master Promissory Note (MPN) online at <https://studentaid.gov>. Select “Complete Aid Process”. Returning students that borrowed a Federal Direct Subsidized/Unsubsidized Loan in 2019-20 should complete the requested loan amount box on the Financial Aid Data Form authorizing Delaware Law to certify a loan
  
  - Direct Loan Entrance Counseling: New Students** must complete by logging into <https://studentaid.gov>. Select “Complete Aid Process”, then “Complete Entrance Counseling” and follow the instructions. This must be completed in addition to your MPN before any federal student loan funds can be disbursed.
  
  - PLUS Loan Applications:** Parents who wish to borrow a Parent Loan for Dependent Students should *not complete the PLUS MPN until after April 2, 2020*. Please apply at <https://studentaid.gov> under “Apply for Aid” after this date.
  
  - Summer Intent Form – (complete and submit online at <http://delawarelaw.widener.edu/summerform> or download at <http://delawarelaw.widener.edu/faforms> )** Students intending to take summer classes and receive financial aid must complete a summer intent form to inform the Financial Aid Office of their plans.
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## Students Selected for Verification Must Submit:

Selection may occur in two forms. Students may be selected by the Department of Education or at the discretion of the Financial Aid Office.

### Some students may be required to utilize/complete/provide:

#### 2020/2021 Verification Worksheet:

A verification worksheet will be sent to you upon review of your file by the Financial Aid Office. Please complete both sides of the form and return to the Financial Aid Office.

#### Confirmation of 2018 Federal Tax Return Information:

- Use the **IRS Data Retrieval Tool** from the FAFSA to download your 2018 information directly from the IRS. **OR**
- 2018 Federal Tax Transcript:** If requested, a **Federal Tax Return Transcript must be obtained from the IRS.** You can request it online at <http://irs.gov> or by calling 1-800-829-1040. You may also be asked to provide copies of schedules, W-2s, 1099s and tax forms. **OR**
- If a tax return cannot be submitted because of an extension:**
  - a copy of IRS Form 4868, Application for Automatic Extension of Time to File U.S. Individual Income Tax Return
  - copies of all their W-2 forms (or equivalent),
  - If self-employed, a signed statement with the amount of their AGI and their U.S. income taxes paid.
  - Verification of Nonfiling Letter from the IRS dated on or after October 1, 2019, attesting that he/she did not file a 2018 IRS income tax return. This can be obtained by submitting IRS Form 4506-T and checking box 7. **OR**
- If not filing a Tax Return,** you must provide copies of all W-2's and a "Verification of Nonfiling Letter" from the IRS dated on or after October 1, 2019, attesting that you/your spouse did not file a 2018 IRS income tax return. This can be obtained by submitting IRS Form 4506-T and checking box 7.