

BAYLOR COLLEGE OF MEDICINE
Financial Aid Application Instructions
Medical Students

Financial Aid Letter offers may take up to 6 weeks to process.

LOANS ONLY – Complete Section A & B

Section A:

- Complete a 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**. All students attending BCM are independent regardless if they are claim on a parent’s tax return or married. We suggest students use the “IRS Data Retrieval Tool (DRT)”: The IRS DRT allows students to access the IRS tax return information needed to complete the FAFSA, and transfer the data directly into their FAFSA from the IRS Web site. If you have any questions regarding the IRS DRT, please see the FAFSA website at: <https://studentaid.gov/h/apply-for-aid/fafsa>
- If not using the DRT on the FAFSA, a paper tax return must be submitted.
- To avoid delays, please make sure you have resolved all the errors on your FAFSA with Department of Education.

Section B:

- **BCM On-line Financial Aid Application – Required Every Academic Year** □ Complete all sections of the BCM financial aid application.
- Financial aid applications are accepted through the deadlines listed on the BCM Financial Aid website.
- All students are required to submit electronic forms through our website.
- Institutional loans and need-based scholarships are awarded based on availability and are not guaranteed every year, even if submitted before the first deadline. Most scholarships offered are strictly for tuition and fees only.

LOANS & DISADVANTAGE SCHOLARSHIP – Complete All Sections A – C

Section C:

- Only students coming from a disadvantage background will be eligible for a need base scholarship.
- Complete Parent Verification Worksheet Form on the Financial Aid website - Must be completed by parent(s).
- Submit a copy of your 2018 **filed** US Federal Tax Return. Married students filing separate **must** submit entire copy of spouse’s return.
- Submit copy of parent’s 2018 **filed** US Federal Tax Return. 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 on the FAFSA, if not married or filing separate. **No foreign tax returns or foreign conversions will be accepted.**
- You must provide copies of all **W-2(s), 1099 Misc., all schedules, and addendums for all required tax returns.**
- Make sure **all** tax returns are **signed**, even if you filed electronically. Sign bottom of page 2.
- Parental information will not be review after an application has already been processed. Make sure all required forms are submitted together, both parental worksheets and tax return(s) with the students electronic application.

- **Students awarded a need base scholarship, and later request a reduction in aid offers that should cover full cost of attendance, will be re-evaluated. Proof of additional documentation will be required as well as in-person interview in order to determine if the student is truly disadvantaged and eligible to keep or decrease the original scholarship offered.**
- **Non-Filers: If it is determined at any given time, that you did file or were required to file a return, your previously awarded aid will be revised and/or cancelled.**

***Other documents may be required if selected for verification. Do not submit unless we ask for the following or if FAFSA results have asked you to provide to our office:**

- If you do not have a copy of your filed US Tax return, go to <http://www.irs.gov/Individuals/Get-Transcript> - Related Forms - 4506-T
- Non-Filers: Students may be required to submit proof of non-filing from the IRS after June 15. Students will be notified, if selected for verification. Do not submit proof of non-filing unless we ask for it.
- How to obtain a Verification of Non-filers? Go to <https://www.irs.gov/individuals/tax-returntranscript-types-and-ways-to-order-them> . Tax Request Form for Non-Filers can be found on-line at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> (Check Box 7 only). Forms may be faxed from the Educational Resource Center in the Debakey Bldg., 2nd Floor.
- Recurring BCM scholarship letter
- Proof from IRS of Non-Filer
- Proof of U.S. Citizenship
- Proof of Selective Service
- Marriage Certificate
- Child Care or Day Care additional documentation
- 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 applying for need base scholarship and only submitting information from one parent, additional documentation will be required and requested at the time of the verification process.

General Application Record inquiries contact:

All Incoming Students

Hilda DeLeon
hildad@bcm.edu

MS 2, 3, 4 Students

Yolanda Guevara
yolandar@bcm.edu

Federal Work Study

Serena Santos
SSantos@bcm.edu

Submit all documents electronically through our website.

<https://www.bcm.edu/education/financial-aid/applications>

If you cannot submit it electronically through our site, mail to the address below or hand-deliver all documents. Do not submit **BOTH an electronic version and a paper application** as all original documents will be over ridden and you will lose your place in line.

For questions or financial aid counseling, please call or visit our office:

BCM - One Baylor Plaza
Office of Student Financial Aid Room - N104 MS:BCM195
Houston, TX 77030
Monday – Friday 7:30 am – 5 pm
713-798-4603

NO Faxes or E-Mailed Scanned documents to Financial Aid Personnel will be accepted!

After an award offer is made, students will have additional steps to follow on the award letter in order to finalize and receive a disbursement. All aid is first credited to the students tuition account and any remaining balance is issued to the student for cost of living.