

Instructions for the Student Aid Report (SAR)

- All of the schools listed on this SAR will receive an electronic report of your financial aid information. Unless a school informs you otherwise, you do not need to submit this SAR to any school.
- Your SAR was completed on estimated 2014 income tax numbers; we need to update the information. **We need you to send us copies of the first and second page of both the parents and students Federal tax return and W-2's for you and your child.** The SAR will be updated and resubmitted electronically using the IRS Data Retrieval tool.
- If you have additional or need to change colleges please let us know what you need updated or changed. Remember that you can only have 10 colleges on the SAR at any given time, so if you have more than 10 colleges we need to remove some of the original ones to make room for any new colleges that you may want to add. Or if you prefer, you can go to www.fafsa.ed.gov and “add or delete school codes”. You will need your PIN's, social security numbers, and birthdates in order to finalize the changes. Please save or print all confirmations. For additional questions, you can call Federal Student Aid Information Center at 1-800-433-3243.
- After the SAR is updated and re-submitted to be processed, **contact each college financial aid office and ask them if they have everything they need to issue an award letter.** (For example, they may require copies of tax returns, w-2's, and verification)
- This is also the time to submit to each college financial aid office any letters of special circumstance (High Medical, Child Support Ending, Social Security Ending, Private School Tuition, Loss of Employment, etc.). Ask the college if they have their own special form that you need to submit with your letter. Failure to follow the college procedures may result in reduction, lack, or elimination of financial aid. **If colleges require their own form, the college will not process the special circumstance letter without it.**
- **If a college financial aid office is missing anything; they will not issue an award letter.**
- Once the SAR is updated and re-submitted to be processed, you will be issued a “corrected” SAR. Unless a school informs you otherwise, you will not have to do anything with that “corrected” SAR.
- If you have any other questions please email them to info@collegeplanners.com. We thank you for your business and hope you have a great 2015/2016 school year!