HEOP CHECKLIST 2013-2014

Consideration for the Hobart and William Smith Colleges HEOP program is dependent upon students meeting all eligibility requirements including but not limited to, financial income criteria as established by New York State. To confirm your eligibility you must submit the following financial documentation by **APRIL 15, 2013**

____ HWS Verification Worksheet (enclosed) – must be signed by parent and student. If you did not work be sure to include documentation of income received (i.e. social security statement, public assistance, etc).

____ 2012 IRS Tax Transcript (2012 taxes must be filed). The transcript may be requested online at [https://sa2.ww4.irs.gov/irfof-tra/start.do](https://sa2.ww4.irs.gov/irfof-tra/start.do) or call 1-800-908-9946. If possible have the transcript mailed directly to the Office of Financial Aid, 300 Pulteney Street, Geneva, NY 14456. Please note it may take 10 to 14 business days for the transcript to be mailed to you if you filed tax returns electronically or 4 to 6 weeks if you filed a paper tax return. Be sure to allow sufficient time to collect this documentation to meet the April 15th deadline.

Please read all instructions carefully and complete the attached forms as requested. Incomplete files will delay full admission to HWS. If you have any questions regarding these financial documents please contact Dawn Langdon in the Office of Financial Aid at 315-781-3315 or via e-mail at [langdon@hws.edu](mailto:langdon@hws.edu).

Return all documents to the Office of Financial Aid, 300 Pulteney Street, Geneva, NY 14456. Documents may also be faxed to 315-781-4048 or scanned and emailed to [finaid@hws.edu](mailto:finaid@hws.edu).

**DEADLINE APRIL 15, 2013**