Duke University School of Nursing
Accelerated Bachelor of Science in Nursing Program

Frequently Asked Questions Regarding Financial Aid Applications

Financial Aid Applications Required

To be considered for federal loans, you will need to complete the Free Application for Federal Student Aid (FAFSA). To be considered for the DUSON need-based scholarship, you will need to complete the FAFSA, CSS Profile and upload all tax documents to the IDOC Service of CollegeBoard.

Free Application for Federal Student Aid (FAFSA) Application

What is the FAFSA?
The FAFSA is a free federal financial aid application that is required for ABSN students interested in federal student loans and/or need-based scholarship consideration.

What is the website address for the FAFSA application?
https://studentaid.ed.gov/sa/fafsa

I used the wrong school code on the FAFSA-how do I correct this?
Go back into the FAFSA application, correct the school code to 002920 and resend.

How do I know you have received the FAFSA application?
- Make sure you received a FAFSA confirmation email from the Department of Education.
- If not, make sure you used the correct School Code **002920**.
- Create an account for Applicant Self-Service to check the status of your financial aid application – instructions provided within the Admissions application portal.
- You will also receive an email confirmation that your FAFSA application has been received.

How do I complete the FAFSA application?
Make sure you complete the FAFSA for these two questions as follows:
- Degree/Certificate: **2nd Bachelor's Degree**
- Current Grade Level: **5th year undergraduate**

I am applying to other programs that are classified as a graduate program. How do I correct my FAFSA according to the instructions of those schools?
Log in to your FAFSA account, add all the schools for a specific degree program (i.e. Master's) and submit. Then go back into your FAFSA account, make the corrections, remove those schools, add the schools for the other degree program (i.e. ABSN) and re-submit.

How do I contact the Dept. of Ed. regarding my FAFSA application?
1-800-433-3243

CSS Profile Application (For need-based scholarship)

What is the CSS Profile Application?
The CSS Profile is a supplemental financial aid application that we require for need-based scholarship consideration to:
- Understand the family's true financial need
- See a larger picture of the student's family

We use the CSS Profile application to ensure that institutional need-based scholarship funding is awarded:
- To the students who truly need it
- In a fair and equitable manner

Why should I complete the CSS Profile?
To be considered for the DUSON need-based scholarship funding.

What is the website address for the College Board CSS Profile application?
https://cssprofile.org/

My parents and I are having trouble completing the CSS Profile. Can you help me?
The College Board has a tutorial to help with completing the CSS Profile. To access the tutorial, visit:
https://secure-media.collegeboard.org/misc/css-profile/cssprofile-tutorial/index.html.

How do I contact the CSS Profile Application Student Customer Support?
Call 1-844-202-0524 or Visit: https://finaid.collegeboard.org/cssprofile-student/s/.

I used the wrong school code on the CSS Profile. How do I correct this?
You will have to contact College Board directly by calling 844-202-0524 or emailing: finaidservices@collegeboard.org.

My parents do not support me financially and will not be contributing to the program-do I still need to submit the parent information?
Yes, we require parent information for need-based scholarship consideration for all students born on or after **January 1, 1988**, regardless of parent support or marital status.

My parents are divorced. Do I need to submit information for both parents on the CSS Profile?
Yes, each parent (custodial and noncustodial) needs to submit a CSS Profile and send all 2018 tax information to College Board/IDOC Service.

Parent information is confidential so they will not be able to view each other's financial information.

What do I do if my parents are divorced and I have not received information regarding completing the noncustodial parent profile information?
Review your CSS Profile to be sure you selected the DUSON school code: 2185, indicated "5th year undergraduate" and that you did not indicate you are a "transfer" student. If you made a mistake regarding your year in school or transfer status, you will need to contact College Board directly to correct this.
https://cssprofile.collegeboard.org/-Select Help or Contact Us at bottom of the page.

My parents have remarried. Do I need to submit information for stepparents?

Yes, include all 2018 tax information, including stepparent information, to College Board/IDOC Service. We only consider the biological parents' income; however, we need the stepparent information to be able to ascertain what income belongs to the biological parent vs. the stepparent.

My noncustodial parent is having difficulty starting the CSS Profile. How do they create a College Board account?

Everyone completing a CSS Profile application needs a College Board student account, even if they are a parent. Parents should create a student account using their (the parent's) information.
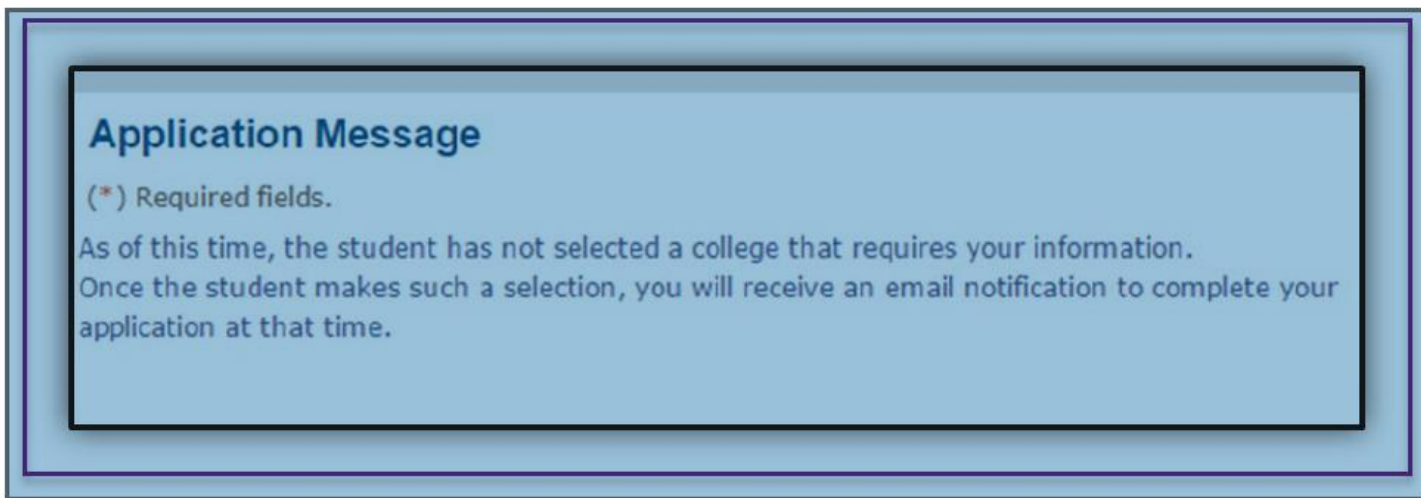
For additional instructions, visit: https://cssprofile.collegeboard.org/pdf/creating-css-profile-account-parent-use.pdf

They should:
- Go to cssprofile.org
- Select the application award year (e.g. Sign in 2020-2021)
- Click Sign Up
- Create an account using the parent's information (not the student's information).

Once they have created an account and are completing the CSS Profile application, they should be careful to answer student sections with the student's information and parent sections with the parent's information. This seems obvious, but sometimes applicants miss the section headers.

I am the noncustodial parent attempting to complete the CSS Profile. I am receiving a message telling me that the student has not selected a college that requires my information. How do I select a college so I can complete the application?

> ## Application Message
>
> (*) Required fields.
>
> As of this time, the student has not selected a college that requires your information.
> Once the student makes such a selection, you will receive an email notification to complete your application at that time.

The noncustodial parent cannot select colleges. Only the CSS Profile completed by the student enables the college selection option.

There are several reasons why the parent may be seeing this:

- The student has not started their CSS Profile application or has not selected any colleges or programs yet. The parent should first verify with the student that they have completed this step.

- The student completed the CSS Profile incorrectly (i.e. applied as a first-year student or transfer student, instead of 5th year or higher undergraduate, not a transfer.

- The parent's application did not link appropriately to the student's application. This is usually due to a mismatch of demographic data such as name, email address, date of birth, or address. The parent should verify with the student the demographic data entered by the student or contact CSS Profile Customer Support for help.

One parent claims me, but I live with the other parent. Which parent do I put on the FAFSA?

The FAFSA has specific guidance regarding who should be considered the custodial parent and whose information should be included. For more information, visit: https://studentaid.ed.gov/sa/fafsa/filling-out/parent-info.

I have no contact with one of my parents and cannot get his/her information. What do I do?

For this situation, a Non-Custodial Waiver Request form is required along with either court documentation or a letter from a third party confirming the family situation. The letter can be from a pastor, school counselor, therapist, etc. The letter cannot be from a family member.

Email: SON_finaid@dm.duke.edu once you have uploaded the Noncustodial Waiver form to the IDOC Service. Once we review the waiver form, we will reply to your email to confirm our decision.

IDOC Service of College Board – 2018 tax documents

I have not received information giving me access to the IDOC Service?

Review your CSS Profile to be sure you indicated "5th year undergraduate" and that you selected the DUSON school code: **2185**. Also, make sure you **did not** indicate that you are a transfer student. If you made a mistake regarding your year in school or transfer status, send us an email: SON_finaid@dm.duke.edu.

We also recommend you visit the College Board https://cssprofile.collegeboard.org/
Tutorials available.

Select Help or Contact Us at bottom of the page for Frequently Asked Questions

How do I submit the 2018 tax documents?

Send tax documents to the College Board's Institutional Documentation service or IDOC. 3-5 days after you submit the CSS Profile, College Board will give you access to upload the taxes to the IDOC Service. It is best to collect everything first before uploading it. The IDOC Service is the most secure way to send financial information. Submit all tax documents before the deadline to ensure your documents upload to our records by the deadline.

We do not accept tax documents by email or in our office for security reasons.

What should I do if I, spouse or parents did not file a tax return?

Contact the IRS and request a Verification of Non-filing letter, which provides proof that the IRS has not record of a filed tax return. For instructions, visit: https://www.irs.gov/individuals/tax-return-transcript-types-and-ways-to-order-them or https://www.irs.gov/individuals/get-transcript.

Complete a Non-filer form available on the College Board website. If you received any W2's, but did not file a tax return, upload the W2's to the IDOC Service along with the Non-filer form and IRS Non-filing letter.

What tax documents are required?

1. Submit your 2018 federal tax returns (and spouse, if you are married) with all schedules and W2's. Please do not submit tax transcripts from the IRS.
2. If you were born on or after **January 1, 1988**, you are required to submit your 2018 federal tax returns (and spouse, if you are married) with all schedules and W-2's plus both parents 2018 federal tax returns with all schedules regardless of your parents' marital status. Parental information is required even though they may not be providing financial support.

What are the tax schedules?
The tax returns can now have a Schedule 1, 2, 3 and 4. If you, spouse, or your parents were required to submit these schedules, they must be uploaded to the IDOC Service with your tax return. Some people may be required to file a Schedule C, E and SE. These schedules also need to be uploaded to the IDOC Service. We recommend you submit all tax documents to be on the safe side.

Why do you need my business tax returns?
If you, your spouse, or your parents are a business owner (whether a sole proprietor or major shareholder of a corporation), you must upload all applicable business tax returns. For example, if you or a parent or spouse had income from an s-corporation or partnership on Schedule E, we will need the applicable business tax return (i.e. 1120S and 1065, respectively) along with all related K-1s and statements for the business. Until all business tax information has been received, if applicable, a student's financial aid application is considered incomplete.

1040 Tax Return vs. IRS Tax Transcript?
We do not use IRS Tax transcripts. Upload the 2018 1040 tax return with all schedules and W2's for you and your parent, if parent information is required.

Other Frequently Asked Questions

My parents do not support me financially and will not be contributing to the program. Do I still need to submit the parent information?
Yes, we require parent information for all students born on or after January 1, 1988, regardless of parental support or marital status, for DUSON need-based scholarship consideration. We understand most students will be financing the ABSN program on their own. However, we do factor in family resources when determining how to allocate our limited institutional funds.

My parent's information is required on the FAFSA and CSS Profile applications. By adding my parents' information, are they required to pay for tuition, fees and living expenses?
No. Although parental information may be required for the FAFSA application, it does not mean your parents are responsible for tuition, fees or any other expenses. The information is used to determine if you are eligible for our need-based loan funding and the DUSON need-based scholarship.

If I only want to be considered for federal loans, do I have to complete the CSS Profile application?
No, you do not have to complete the CSS Profile application if you only want to be considered for federal loans. If this is the case, please email: SON_finaid@dm.duke.edu indicating you only want to be considered for federal loan funding and we will waive the other requirements in your financial aid checklist.

Do federal loans cover the cost of the program?
No, this program is considered an undergraduate program and the loans are capped each academic year. Dependent students are eligible for up to **$7,500** per academic year and Independent students are eligible for

up to **$12,500** per academic year. Students who have no other resources will need to secure a student loan through a private lender.

I am an international student. What financial aid is available to me?

No, International students are not eligible for federal loans or the DUSON scholarships. You may be able to borrow a private loan with a U.S. cosigner. For more information, regarding private loan options, visit: https://financialaid.duke.edu/loans/recommended-lenders-0#US.

When will I receive a financial aid offer?

You will receive a financial aid offer within two weeks after being admitted if you have submitted all the required documents by the deadline.

How will I receive my financial aid offer?

We will email your financial aid offer to you within two weeks after being admitted if we have received the required applications by the deadline. Your financial aid offer will be sent from the SON_fnaid@dm.duke.edu. Please add this email address to your contacts. We always recommend checking your spam or junk folder for receipt if you don't see our email in the Inbox.