



PTS Financial Aid Application

2019 – 2020

PTS Need-Based Assistance includes:

Tuition Grant
Housing Grant
Work-Support Opportunity

PTS Need-Based Financial Aid: Who Qualifies?

- Masters level certificate or degree seeking students
- Enrolled full-time or half-time (minimum 6 credits/semester)
- Must demonstrate need and apply each year
- Applications are processed on a “first come – first served” basis until funds are exhausted. Incomplete Financial Aid Packages will not be processed.

PTS Financial Aid Package includes:

1. PTS Financial Aid Application
2. FAFSA at www.fafsa.gov with:
 - IRS Data Retrieval Tool (IRS DRT) **or**
 - FAFSA with Tax Transcript **or**
 - FAFSA with Non-Filing Documentation

How to Complete the PTS Financial Aid Package:

1. Complete the PTS Financial Application
 - On-line at <https://my.pts.edu/ics> **or**
 - Mail to PTS Financial Aid Office, 616 North Highland Ave, Pittsburgh PA 15206 **or**
 - FAX 412-924-1784
 - Per Department of Education: Do NOT email for security reasons
2. Complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov
 - PTS Federal School Code: **G03356**
 - Use the **IRS Data Retrieval Tool** (IDR) in the financial section
 - Use **2017** tax information and income

IF YOU COMPLETED STEPS 1 – 2 & SUCCESSFULLY USED THE IRS DATA RETRIEVAL TOOL (DRT), YOU ARE DONE.

IF YOU ARE NOT USING THE IRS DRT, PROCEED TO THE FOLLOWING STEPS:

3. If choosing **NOT** to use the **IRS Data Retrieval Tool** (IDR), submit a 2017 **IRS Tax Transcript** (**NOT** a Tax **ACCOUNT** Transcript). Obtain through:
 - Automated Telephone Request 800-908-9946
 - “Get a Transcript by MAIL” – Go to www.irs.gov, link is under the “Tools” heading
 - “Get a Transcript ONLINE” – Go to www.irs.gov, link is under the “Tools” heading
4. Students who did not file and are not required to file a 2017 Income Tax Form, provide the documentation for Verification of Non-filing per federal regulation as stated on [page 2](#).

FINANCIAL AID APPLICATION
2019- 2020
Pittsburgh Theological Seminary

Name

PTS Mailbox Number

Mailing Address

Telephone Number (day)

E-mail

Social Security Number

Date of Birth

Enrollment Information 2019-2020

Degree Program: MDiv MTS, MAPS Dual Degree Certificate-Only

Level in Program (Fall 2019): Junior Middler Senior

Estimated number of credit hours in which you plan to enroll each semester:

Summer 2019 _____ Fall Semester _____ January _____ Spring Semester _____

(Intersession, January Term or J-Term: A one-month condensed academic period that falls between first and second semesters. At PTS, this intersession is part of the spring semester. Students can take one class; this may be a mission trip for credit.)

If UMC, estimated number of Wesley Seminary credit hours you plan to take each term:

Summer 2019 _____ Fall Semester _____ Intersession _____ Spring Semester _____

Church Affiliation

Denomination Affiliation: _____

Home Church: _____

Home Church City & State: _____

If PC (USA): Name of Presbytery _____ Synod _____

List the people in your household for whom you will provide over 50% of their support from June 1, 2019 through May 31, 2020.

Name	Age	Relationship	College, if currently enrolled
You – the student		self	Pittsburgh Theological Seminary

FAFSA & IRS Data Retrieval Tool (IDR) (Choose one box. #4 has additional requirements):

- 1. I completed the FAFSA by using the IRS Data Retrieval Tool (IDR).
- 2. I completed the FAFSA without the IRS Data Retrieval Tool; the Tax Transcript is attached.
- 3. I was not able to use the IRS Data Retrieval Tool at this time; due to:
 - I file “married, filing separate”. Attach Tax Transcripts for both; you & your spouse.
 - Other _____
- 4. I did not file and was not required to file a 2017 US Income Tax Form. If so, provide the following documentation for Verification of Non-filing per federal regulation:
 - a) Individuals who did not file an IRS tax return will register for Get Transcript Online. Receive a PDF page indicating that the IRS has no record of a tax return being filed for the requested year. Submit form to the Financial Aid Office.
 - OR**
 - b) Individuals may request a Verification of Non-filing (VONF) letter using IRS Form 4506-T. A VONF letter is not available through the online Get Transcript or through the phone request.
 - OR**
 - c) Provide all of the following items:
 - _____ A statement certifying that the individual has not filed and is not required to file a 2017 income tax return
 - _____ Applicant signature
 - _____ Applicant's spouse signature
 - _____ A listing of the sources of any 2017 income earned by the individual and spouse from work and the amount of income from each source
 - _____ A copy of IRS W-2, or an equivalent document, for each source of 2017 employment income received by the individual and spouse.
 - _____ Additional Documentation Requirements may be required. The Financial Aid Office will notify.

2019 Projected Annual Income & Assets

Student's Gross Earning (List all sources) \$ _____

Present Employer _____
Will you continue to work for this employer during the school year? Yes No

Present Employer _____ \$ _____
Will you continue to work for this employer during the school year? Yes No

Spouse's Gross Earning (List all sources) \$ _____

Present Employer _____
Will he/she continue to work for this employer during the school year? Yes No

Present Employer _____ \$ _____
Will he/she continue to work for this employer during the school year? Yes No

Housing Allowance/Parsonage \$ _____

Tax Deferred Pension & Retirement; Box 12a-12d, codes D,E,F,G,H,S on W2 \$ _____

Veterans Education Benefit \$ _____

Monthly Income

Alimony \$ _____

Child Support Received \$ _____

Social Security \$ _____

Veteran's Non-education Benefits \$ _____

Monthly Income (Do NOT include funds sent directly to the Seminary)

Interest/Dividend Income (including tax exempt) \$ _____

Unemployment Compensation \$ _____

Retirement, Untaxed Pension and/or Worker's Compensation \$ _____

Rental Income \$ _____

Trust Fund Income or Other Liquid Asset Income \$ _____

Other Income or Benefits _____ \$ _____

Assets

Savings/Checking Account \$ _____

Other Assets; excluding Home Equity, Automobile \$ _____

SIGN THIS APPLICATION

By signing this application, I certify that all information reported on this worksheet is complete and correct. This information is used to verify the Free Application for Federal Student Aid (FAFSA). If I purposely give false or misleading information on this application, I may be fined, be sentenced to jail, or both.

Student Signature

Date