



BERKSHIRE SCHOOL COLLEGE COUNSELING

Parent Guide to Completing the CSS/Financial Aid PROFILE

We recommend that parents of seniors likely to request financial aid complete the CSS/PROFILE available online through the College Board website. Member colleges, universities, and scholarship programs use the information collected on the PROFILE to assist in determining institutional (nonfederal) financial aid awards.

For students who have applied either Early Action or Early Decision, the PROFILE is used by some member schools to determine an initial, estimated financial aid award at the time of admission decisions in mid-December. The required FAFSA (Free Application for Federal Student Aid) Form, due anytime after January 1 (once 2011 tax forms are available), is required by *all* colleges to finalize financial aid awards for accepted students.

Parents may file the PROFILE anytime after October 1. However, we recommend filing no later than two weeks before the earliest application deadline specified by each college. The earliest Early Action or Early Decision deadlines are typically November 1.

To file the PROFILE, follow the steps below:

1. Go to www.collegeboard.com
2. Click on the For Parents tab
3. Click on the Pay for College tab at top right of page
4. Click on CSS/PROFILE under "Student Tools"
5. Click on the PROFILE 2012-2013 link*

*The list of colleges and universities accepting the CSS/PROFILE is available as a link from this page.

Parents should have the following information available when registering:

- Type of tax return you will file for the current year (e.g., 1040, 1040 EZ, foreign return)
- If you receive TANF (Temporary Assistance for Needy Families) or SSI (Supplemental Security Income)
- If you are self-employed or own business(es) and/or farm(s)
- Your housing status (e.g., own, rent)
- Your child's personal information, including his/her Social Security number

The fee for the initial CSS/PROFILE application and submitting one (1) college report is \$25. Additional reports to colleges are \$16. Payment can be made using a credit card, debit card, or online check.

Parents and students should always refer to the admissions website of each college or university to review the specific application and financial aid requirements in detail.

Please follow up with the Berkshire College Counseling Office if you have any questions.