

This form is due in the Viterbo University Financial Aid Office by **March 15, 2012** to be considered "on time". Forms may be submitted after this date but will be considered "late" and can result in less financial aid availability.

2012–13 INSTITUTIONAL DATA FORM

This form is to be used for enrollment during fall 2012 and spring 2013 (separate application is required for summer semesters — available on Feb. 1 for the following summer term). All sections of this form must be completed, with the exception of those labeled "optional". Incomplete applications will be returned to you and will result in processing delays and possible loss of funding.

Student Full Name _____ **Soc. Sec. Number** _____

2012–13 Housing: Viterbo Residence Hall/Apartment With Parent/Relative
 Off-Campus Rental/Own Home Other _____

Estimated Completion/Graduation Date (month/year) _____

Expected Enrollment Status: Fall 2012: Full-time Part-time*
 Spring 2013: Full-time Part-time*

* If you indicate part-time for one or both semesters, provide the estimated number of credits you will take:
 Fall 2012 _____ Spring 2013 _____ **(This form should not be used for summer term. Separate application form is required.)**

* **NOTE: Undergraduate** Full-time = 12 or more credits per semester (must carry at least six credits/semester to receive aid)
Graduate Full-time = six or more credits per semester (must carry at least three credits/semester to receive aid)

NOTE: Your financial aid award will be based on the data you provide on this form and the FAFSA. It is your responsibility to notify the financial aid office of changes to your status. Aid can be adjusted if there are changes to credit load, housing (on vs. off), grade level, academic major, or outside assistance. **Housing and credit loads will be verified at the end of the first week of each semester (financial aid office census date). You may not receive aid for credits added after the census date.** You will be notified of any adjustments to your aid as a result of any discrepancies or variances.

Outside Assistance

1. Will you receive assistance from any of the sources listed in #2 below?

- A. YES (complete #2 below) B. NO (skip to back page)(you must notify the financial aid office if you receive assistance from an outside source after submitting this application)

2. Report all assistance you will receive from outside sources. Do not include aid awarded by the financial aid office— including: merit/talent scholarships, federal/state grants, student loans, work study, etc. Attach additional sheet if necessary.

(You must notify the financial aid office if you receive additional outside assistance after submitting this application.)

Source of Outside Assistance	Fall 2012 Semester Amount	Spring 2013 Semester Amount
Employer Assistance/Reimbursement		
Veteran Benefits: Chapter _____		
Private Scholarship: Source _____		
Private Scholarship: Source _____		
Other: _____		

More Information on Reverse Side

Colleges Attended (including Viterbo)(attach additional sheet if necessary)

College/University Name _____

Dates of Attendance (Mo/Yr-Mo/Yr) _____

Scholarship Questionnaire (Optional) (used for determining eligibility for scholarships with criteria not available on other forms)

- A) Religious Affiliation _____ E) City/County/State of High School _____
B) Race _____ F) Month/Year of High School Graduation _____
C) Gender _____ G) Will you participate in Intercollegiate Athletics? Yes No
D) Does your family live on a farm? Yes No H) If you answered "yes", what sport? _____

Campus/community involvement while enrolled at Viterbo — include name of agency/club/organization, dates of service, and any leadership positions held (ex., Library Club 8/2010-present, treasurer 2010)

Special Circumstances (Optional): Use the space below to **briefly** describe circumstances which may affect your family's ability to contribute to educational expenses. These may include, but are not limited to, changes to income already reported on the FAFSA, loss/reduction of untaxed income or benefits, medical expenses **paid** out-of-pocket, or parent in college tuition expenses. Additional paper work required to complete the "reconsideration" process will be sent, if necessary.

Certifications and Signatures

- I understand that any financial aid I receive through this application is to be used exclusively for direct education or education-related expenses.
- I understand it is my responsibility to notify the financial aid office promptly of any changes to the information provided on this application and any supporting documents, including, but not limited to, changes to enrollment status, major, housing (on vs. off), and/or assistance I may receive from an outside source (scholarship, reimbursement, etc.).
- I understand it is my obligation, as a recipient of financial assistance, to attend class on a regular basis and make satisfactory progress toward my degree requirements. Failure to attend and/or otherwise make degree progress will result in reduction and/or cancellation of financial aid awards and possible suspension from future assistance. A copy of the Satisfactory Progress standards are available on the financial aid homepage or from the financial aid office.
- I agree to keep Viterbo University informed of my current address and phone number so I can readily be contacted when necessary.
- I understand that the Viterbo University Office of Financial Aid may share information from my financial aid records with other agencies or institutions that provide educational assistance.
- It is my responsibility to know the consequences of dropping, withdrawing from, or failing a course(s).
- My signature below affirms that all information reported on this form is true and complete at the time of submission. I will notify the financial aid office of any changes.

Your actual signature is required. Print and sign this document prior to mailing, faxing, or scanning and emailing to the department listed below.

Student Signature _____

Date _____

Return this form to:

Office of Financial Aid — Viterbo University, 900 Viterbo Drive, La Crosse, WI 54601
Email FinancialAid@Viterbo.edu or fax 608-796-3859
Telephone 800-848-3726 or 608-796-3900

