



בית המדרש לתורה  
 Hebrew Theological College  
 7135 N. Carpenter Road  
 Skokie, Illinois 60077  
 (847) 982-2500 Fax (847) 674-6381

Dear Student:

As you apply for Federal and/or State Financial Aid through Hebrew Theological College, the following is a list of items needed for us to process your application and maintain your student aid file:

1. Complete a FAFSA application **for 2010-11** as early as possible after January 1, 2010 and **by June 1, 2010**. There are 3 options for processing your FAFSA application:
  - a. Send the application directly to the Department of Education using ***FAFSA on the Web*** at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). ***Be sure to apply for a PIN number on this website for you (and a parent if you are a dependent) to use as a signature.*** (Alternatively, you may print out a signature page after completing the online application and mail the signature page to the Department of Education.) OR
  - b. Mail an original paper application (available for order at 1-800-4-FED AID) ***directly to the Department of Education***, using the envelope provided in the FAFSA.
  - c. **FAFSA on the Phone** option. Call 1-800-4-FED AID and request this option to complete the FAFSA on the phone with a customer service representative.

**NOTE: HTC's school code for the Financial Aid Programs is 001685.**

2. **Signed 2009 income tax returns and W-2 forms** for student and parents (or student and spouse, if independent) must be *submitted* to **HTC's Financial Aid office**, *not to the Department of Education*, **by August 1, 2010**.
3. **The government selects various student files to be reviewed in a process called Verification.** If Verification is required, it will indicate so on the Student Aid Report (SAR) the government will send you when your application is fully processed. HTC will then send you a **Verification Form** to be completed, signed and returned to HTC.
4. If you or your family has *unusual circumstances*, such as loss of employment, high medical expenses not covered by insurance, **elementary or secondary school tuition** or other changes in family income that may cause your 2009 income to not properly reflect your ability to pay for 2010-11 tuition, please contact the HTC Financial Aid office.

Thank you for your cooperation.

HEBREW THEOLOGICAL COLLEGE  
 FINANCIAL AID OFFICE