

## ADEA AADSAS® Fee Assistance Program (FAP) 2016 Instructions

### Welcome to the *Fee Assistance Program (FAP)* for the 2016 Entering Class.

The ADEA AADSAS Fee Assistance Program (FAP) was created to reduce the cost of applying to dental school through ADEA AADSAS for students who demonstrate extreme financial need. FAP is an independent program offered by ADEA AADSAS and is not affiliated with any government, college or university, scholarship, grant, or fellowship program. Approval to the program is at the sole discretion of ADEA AADSAS. Applicants who eSubmit an ADEA AADSAS application prior to receiving notification of approval for fee assistance, will be ineligible.

The ADEA AADSAS Fee Assistance Program becomes available on Tuesday, June 2, 2015, with the start of the 2016 ADEA AADSAS application cycle. Applicants may submit the request for Fee Assistance between Tuesday, June 2, 2015 and Friday, November 27, 2015 (or until all FAP funding is awarded). To receive the fee assistance, applicants must eSubmit the “Fee Assistance Application”, (**do not print and mail the application**), and mail all FAP required documents to ADEA AADSAS FAP. Applicants have 10 business days from the date the FAP Application is eSubmitted to send in all required documents, including the FAP Cover Sheet, located on the last page of the FAP instructions.

It is important to read all FAP policies and instructions carefully before completing the FAP application. Failing to thoroughly read policies and follow instructions could result in processing delays, missed deadlines, and/or disqualification for the Fee Assistance Program.

Applicants who qualify for Fee Assistance will receive a \$431 fee waiver which will cover the initial ADEA AADSAS dental school designation and two additional dental school designations for a total of three. After receiving approval for fee assistance, applicants will have 10 business days to eSubmit the ADEA AADSAS application and at that time must select three dental school designations. Applicants are able to apply to additional dental schools (\$93 each) after they have eSubmitted the ADEA AADSAS application. To do so, applicants must log into the ADEA AADSAS application and select the additional designations.

Applicants are encouraged to apply early for Fee Assistance, which is awarded on a first-come-first-served basis, and well in advance of dental school application deadlines. The deadline for applicants that are requesting fee assistance is Friday, November 27, 2015 (11:59 p.m. Eastern Time). The online Fee Assistance Application will not be available after Friday, November 27, 2015.

### Eligibility + Process

- Applicants and their spouse, parent(s), guardian(s), must all be U.S. Citizens or U.S. Permanent Residents
- Applicants must complete and eSubmit the online “Fee Assistance Program Application.”
- Applicants must submit all supporting documents requested for their FAP application within 10 business days of eSubmitting the FAP application
- Applicants must meet the annual income requirements below.
- ADEA AADSAS re-applicants approved in previous application cycles may be eligible to receive fee assistance through ADEA AADSAS for no more than three application cycles.

Below is the 2015 Federal Poverty Level Guidelines, along with the 2015 ADEA AADSAS Poverty Level Guidelines. The first column shows the U.S. Poverty Level Guidelines which is used to determine a family's federal poverty level. The second column is the ADEA AADSAS Poverty Guidelines which show a 3x greater income than the first column, which is used to determine eligibility for the Fee Assistance Program.

**Use the 2015 ADEA Poverty Guidelines chart below to determine if you and your family are eligible for the ADEA AADSAS Fee Assistance**

### 2015 U.S. Poverty Guidelines

# in Family	<u>U.S. Guidelines</u>	<u>ADEA's Guidelines</u>
1	\$11,670	\$35,010
2	\$15,730	\$47,190
3	\$19,790	\$59,370
4	\$23,850	\$71,550
5	\$27,910	\$83,730
6	\$31,970	\$95,910
7	\$36,030	\$108,090
8	\$40,090	\$120,027

Please read all FAP policies and instructions in full to make sure your application for fee assistance is processed in a timely manner in order to not miss any ADEA AADSAS deadlines. Failure to read and understand all policies and instructions may result in an applicant missing deadlines and/or an application being delayed.

#### **Required and Supplemental Documents**

After an applicant has completed and eSubmitted the FAP application, it is the applicant's responsibility to mail all required supporting documents (please do not send original documents) to FAP within 10 business days of eSubmitting the FAP application. These documents are used to determine eligibility.

The FAP Packet must contain the following:

- FAP Cover Sheet (located on the last page of the FAP instructions)
- Federal Tax Forms (including the 1040 tax forms, W2's, W9s, and 1099s) from applicant, applicant's spouse, and parents/guardians, or a letter of explanation if you aren't able to submit all required documents.

Required documents are based on the applicant's dependency status and tax filing status.

- If you were born before January 1, 1990, you must provide your 1040 tax forms, W2s, W9s, or 1099s for yourself and spouse if married.
- If you were born on or after January 1, 1990, you must provide 1040 tax forms, W2s, W9s, or 1099s, for yourself, your spouse (if applicable), and your parents/guardians or a letter of explanation if you aren't able to submit all required documents.

FAP required document packets received without all proper documentation, including the coversheet (below), will be denied for FAP. If you have questions, please contact [FAPAADSAS@adea.org](mailto:FAPAADSAS@adea.org). If required documents are not received **all in one packet at one time**, the FAP application will be denied.

### Proof of Income

1. **Tax Filer:** All tax filers must provide a copy of their IRS Federal Income Tax Forms (**1040, 1040EZ, etc.**) for the 2014 calendar year. ***If you are providing a copy of a 1040 Tax Form, please do not include any Schedules or supplemental forms***
2. **Non-Tax Filer:** Non-tax filers are required to provide copies of **W-2** (a form that summarizes the employee's earnings and tax deductions for the year, and is the official source of information an employee must use to prepare an annual tax return), **W-9** (used when a person or company needs to request a taxpayer identification number, claims for exemption and specific certifications from a person); and/or the **1099** (used to report the distribution of retirement benefits such as pensions, annuities or other retirement plans.) Forms for any individual who received income in 2014 but is not filing a tax return for work in the year of 2014.

Unemployed: Individuals must report a means of support for 2014. She/he must submit a non-taxable income report. Provide a list of all financial resources received or provided from all sources in the year 2014 (a letter of explanation is required).

- a) Provide any documentation in the FAP packet that would validate any source of income. If nontaxable income is the only source of income for 2014, include the entire amount received for support throughout the year. Examples of non-taxable income are: Cash support or money received, value of goods or services (such as free room and board provided by a relative or through financial aid)
- b) Housing, food, and other living allowances, such as those provided to military or clergy (including cash payments and cash value of goods and services)
- c) Social Security benefits (untaxed portion)
- d) Veteran's benefits (federal, state, or local Social Security benefits (untaxed portions)
- e) Worker's Compensation

Applicants have **only one opportunity** to submit all required documents. If required documents are not received **all in one packet at one time**, the FAP application will be denied. If you have any questions before eSubmitting, please contact [FAPAADSAS@adea.org](mailto:FAPAADSAS@adea.org).

## **Application Status**

Applicants may check their FAP application status and decision by logging into their ADEA AADSAS application and clicking on "status". Applicants will also be notified via email using the email account provided in the ADEA AADSAS application. It is the responsibility of each applicant to monitor the status of his/her application. FAP required documents packets must be mailed to:

**ADEA AADSAS Fee Assistance Program  
655 K Street NW  
Suite 800  
Washington, D.C. 20001**

## **Application Processing Time**

The standard processing time for an FAP application (once the FAP required documents packet with cover sheet is received) is two weeks. ADEA AADSAS allows applicants 10 business days after they apply online to submit required documents to support their FAP request.

## **Decisions**

### **If approved for FAP, you will need to:**

1. complete your ADEA AADSAS application
2. designate three dental schools (to receive assistance in the amount of \$431)
3. select money order/check as your payment type(do not select credit card)
4. eSubmit your ADEA AADSAS Application within 10 business days of being approved

### **If denied for FAP, you will need to:**

1. complete your ADEA AADSAS application
2. designate dental schools (no limit on the amount of schools you designate)
3. select payment type, (money order/check, credit card)
4. eSubmit your ADEA AADSAS Application

***\*\*Once an applicant is approved for fee assistance, she/he will have 10 business days to eSubmit the ADEA AADSAS application to receive the fee waiver.***

***Applicants who are approved for the Fee Assistance Program will have until Friday, November 27th, 2015, the FAP deadline date, to eSubmit the ADEA AADSAS application to receive the (\$431) fee waiver.***

**Be sure to print the FAP Cover Sheet below and include it in the FAP required documents packet.**

***Please be advised: As with all aspects of the ADEA AADSAS application, it is expected that applicants for FAP will not misrepresent themselves. Reporting false information or submitting forged documents could result in the cancelation of your ADEA AADSAS application, and notification being sent to all dental schools. Be sure to verify that all information and documents provided for your FAP application are valid and accurate.***

# 2016 ADEA AADSAS® Fee Assistance Program (FAP) Cover Sheet

Applicant's First Name \_\_\_\_\_ Last Name \_\_\_\_\_

AADSAS ID# \_\_\_\_\_ DENTPIN®# \_\_\_\_\_

*Type your information in the fields above.*

Please submit this FAP Cover Sheet along with supporting documentation (see list below) within 10 business days of eSubmitting the FAP application.

**The FAP application is considered complete and eSubmitted upon receipt of:**

- A completed and eSubmitted FAP application
- All required documents below, no later than 10 business days of eSubmitting the FAP application.

**If you were born on or before January 1, 1990, you are required to submit:**

- Individual 2014 Federal Income Tax Returns, W2's, W9s, and 1099s
- Spouse's 2014 Federal Income Tax Returns W2's, W9s, and 1099s

**If you were born after January 1, 1990, you are required to submit:**

- Individual 2014 Federal Tax Returns, W2's, W9s, and 1099s
- Parent's/guardian's 2014 Federal Tax forms, W2's, W9s, and 1099s
- Spouse's 2014 Federal Tax forms, W2's, W9s, and 1099s

**ADEA AADSAS Fee Assistance Program  
655 K Street NW  
Suite 800  
Washington, DC 20001**

Note: If you do not submit all of the required documents above within 10 business days of eSubmitting your FAP application, and a "letter of explanation" is not received, the application for fee assistance will be denied, no exceptions.

***\*\*Once an applicant is approved for fee assistance, she/he will have 10 business days from the date of approval to eSubmit the ADEA AADSAS application to receive the \$431 fee waiver.***