



## **ADEA AADSAS Fee Assistance Program (FAP) 2015 Instructions**

**Welcome to the *Fee Assistance Program (FAP)* for the 2015 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 their ADEA AADSAS applications prior to receiving notification of approval for fee assistance, will be ineligible.

Fee Assistance is available to qualified applicants through ADEA AADSAS, and is worth \$431.00 each. Fee Assistance waivers cover the first ADEA AADSAS dental school designation, and two additional dental school designations for a total of three. Once approved for Fee Assistance, applicants must select three dental school designations, and choose Check/Money Order as the form of payment when e-submitting the ADEA AADSAS application. The Fee Assistance program does not automatically deduct the \$431.00 from the total that it charges an applicant when the application is submitted. Because of this, applicants cannot pay by credit card. If applicants choose to add more dental school designations to apply to later in the cycle, applicants may pay by credit card; only the payment involving the Fee Assistance Program waiver must be made by Check/Money order. Applicants must log back into the ADEA AADSAS application and select additional designations (at \$93.00 each).

The ADEA AADSAS Fee Assistance Program becomes available on Monday, June 2, 2014, with the start of the 2015 ADEA AADSAS application cycle. Applicants may submit the request for Fee Assistance between Monday, June 2, 2014 and Friday, November 28, 2014 (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 first ADEA AADSAS dental school designation and two additional dental school designations for a total of three. After receiving approval for fee assistance, applicants must select three dental school designations and eSubmit the ADEA AADSAS application. Applicants have the option to apply to additional dental schools (\$93 each) after they have eSubmitted the ADEA AADSAS application. To do so, applicants will have to log back into the ADEA AADSAS application and select 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 28, 2014** (11:59 p.m. Eastern Time). The online Fee Assistance Application will not be available after Friday, November 28, 2014.

## Eligibility

- 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 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 may be eligible to receive fee assistance through ADEA AADSAS for no more than 3 application cycles.

Below is the 2014 Federal Poverty Level Guidelines, along with the 2014 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 ADEA AADSAS Fee Assistance Program. **Use the ADEA Poverty Guidelines chart below to determine if you and your family are eligible or the ADEA AADSAS fee Assistance Program.**

2014 U.S. Poverty Guidelines

# in Family	U.S. Guidelines	ADEA's Guidelines
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	\$120,270

**For Families with more than 8 persons, add \$4060 for each additional person**

Please read all FAP policies and instructions in full to make sure your application for fee assistance is processed in a timely manner so that you do not miss any ADEA AADSAS deadlines. Failure to read and understand all policies and instructions may result in an application process being delayed and missed deadlines.

## 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 ADEA AADSAS FAP within 10 business days of eSubmitting the FAP application. These documents are used to determine eligibility.

The FAP Packet must contain the following:

- ADEA AADSAS 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.

The documents required to submit are based on the applicant's dependency status and tax filing status.

- If you were born before January 1, 1989, 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, 1989, 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 will be denied for FAP. If you have questions please contact [FAPAADSAS@adea.org](mailto:FAPAADSAS@adea.org).

### **Proof of Income**

1. **Tax Filer:** 1040 Federal Income Tax Forms for each person completing the FAP application (applicant, spouse, parents/guardians) and filing taxes for the 2013 tax year. A W-2 is the official source of information the employee uses to prepare an annual tax return.
2. **Non-Tax Filer:** **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 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 2013 but is not filing a tax return for work in the year of 2013.
  - **Unemployed:** Individuals must report a means of support for 2013. If unemployed, he/she must submit a non-taxable income report. Provide a list of all financial resources provided or received from all sources in the year 2013.
    - 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 2013, 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 chance** to submit required documents. If required documents are not received **all in one packet at one time**, the FAP application will be denied. Applicants who eSubmit an FAP application and fail to provide the above required documentation will be denied fee assistance automatically. If you have any questions before eSubmitting, please contact [FAPAADSAS@adea.org](mailto:FAPAADSAS@adea.org).

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  
1400 K street N.W.  
Suite 1100  
Washington, D.C. 20005**

## **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.

## **Application Processing Time**

The standard processing time for an ADEA AADSAS 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 (3) dental schools
3. select money order/check as your payment type(do not select credit card)
4. eSubmit your ADEA AADSAS Application within 30 business days from the date you were approved for Fee Assistance.

### **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

*Applicants must designate a total of 3 dental schools to qualify for fee assistance.*

***Applicants who are approved for the Fee Assistance Program will up to 30 business days from the date of approval for fee assistance to eSubmit ADEA AADSAS application in order to receive the (\$431) fee waiver.***

**Be sure to print the FAP Cover Sheet below and include it with your 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.***

# 2015 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 your complete FAP Packet (required and supplemental documents, see list below) within 10 business days of eSubmitting your FAP application

**Your 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, 1989, you are required to submit:**

- Individual 2013 Federal Income Tax Returns, W2's, W9s, and 1099s
- Spouse's 2013 Federal Income Tax Returns W2's, W9s, and 1099s

**If you were born after January 1, 1989, you are required to submit:**

- Individual 2013 Federal Tax Returns, W2's, W9s, and 1099s
- Parent's/guardian's 2013 Federal Tax forms, W2's, W9s, and 1099s
- Spouse's 2013 Federal Tax forms, W2's, W9s, and 1099s

**ADEA AADSAS Fee Assistance Program  
1400 K Street NW  
Suite 1100  
Washington, DC 20005**

Note: If you are approved for Fee Assistance, you will have up to **30 business days** to eSubmit the ADEA AADSAS Application to receive fee assistance. If you do not submit all of the required supporting documents above within 10 business days of eSubmitting your FAP application, the application for fee assistance will be denied, no exceptions.