



Financial Aid Office

5150 N. Maple Avenue, M/S JA 64
Fresno, CA 93740-8026

Phone: (559) 278-2182

Fax: (559) 278-4833

Document Return Letter

NAME	ID
Address:	

We have received and are returning the enclosed documents to you. At this time we are unable to process your documents for the following reason(s):

- Our office has not received your FAFSA for the 2010-2011 academic year. The FAFSA is available online at www.fafsa.ed.gov
- You have not been selected for verification and/or documents you submitted are not being requested at this time. Please keep the documents attached to this letter. Please note you may be requested to resubmit them in the future.
- Some information is missing on the enclosed document. Please complete the highlighted portion and return it to the Financial Aid Office.
- Student signature is missing. Please sign, date, and return the document(s) to the Financial Aid Office
- Parent signature is missing. Please sign, date, and return the document(s) to the Financial Aid Office
- Federal Benefit Program Verification. You reported on your FAFSA that you **or** someone in your household received benefits from Food Stamps, Free or Reduced Price School Lunches, or WIC. Please submit documentation confirming eligibility for one of these programs.
- The document received is for the wrong academic year. Forms for the current year are enclosed.
- We are unable to process a **photocopy** of your document, please bring the **original** document into the Financial Aid Office located in the Joyal Administration Building, Room 296.
- The copy of the document you sent is **unreadable**. Copy is too light/dark or information is missing/deleted from the document.
- We are missing page(s) 1 and/or 2 of (parent / student / spouse) 2009 federal income tax return (1040 / 1040A / 1040EZ). Please submit the tax return signed and dated.
- An incorrect income tax return was received. Please submit the correct federal tax return for 2009, signed and dated.
- Our office will be accepting Budget Adjustments **AFTER** September 1, 2010.
- OTHER: _____

If you have any questions, please call the Financial Aid Office at (559) 278-2182. Thank you.