

**CASE WESTERN RESERVE UNIVERSITY  
SCHOOL OF LAW**

**NEED-BASED FINANCIAL AID APPLICATION INSTRUCTIONS**

All students wishing to apply for need-based financial aid (loans) as new law students at CWRU for the 2024-2025 academic year must submit the following forms:

- 1) 2024-2025 FAFSA (Free Application for Federal Student Aid)
- 2) 2024-2025 CWRU Financial Aid Application Form

**\*Form #3 is required only if selected for verification from the FAFSA**

- 3) Copy of your 2022 Federal Tax return with all schedules and W-2 forms.

**Please do not submit your tax return and w-2 unless notified to do so by the law school Student Financial Services Office.**

**\*The Student Financial Services Office will contact you, if you are selected for verification\***

The remainder of this sheet will provide specific information on each of these forms. Each form also contains its own instructions. Please read all instructions carefully before completing the forms.

**FORM #1: 2024 - 2025 FAFSA (FREE APPLICATION FOR FEDERAL STUDENT AID)**

All students applying for the need-based loan program must also complete the Free Application for Federal Student Aid (FAFSA) and have the data sent directly to CWRU-Law. Our Federal School Code for the FAFSA is 003137. The FAFSA data must come to us directly from the FAFSA processor. We do not accept paper copies of the Student Aid Reports for financial aid applications, nor will we process electronic corrections/updates on behalf of a student. If you need to complete a FAFSA, make a correction or update to your FAFSA record, or learn more about the FAFSA, you may do so at this Web site: <https://studentaid.gov/>

**FORM #2: CWRU FINANCIAL AID APPLICATION**

Review the instructions on the first page of this three-page form. You will note that all graduate/professional students are considered Independent. Since you will be entering law school in the fall, this means that you are considered independent for financial aid purposes at CWRU. **Therefore, you do not need to provide any information on your parents' income and assets.**

Complete the Student Information section. If you do not have your SIS Student ID when completing the form, the Student Financial Services Office will complete it for you.

**Your SIS ID # (Student ID Number) will be emailed to you. Admitted students will be provided their student ID numbers in the upcoming months.**

Q. #1 asks which semesters you are applying for financial aid. Check the appropriate box. **NEW J.D. STUDENTS**: You should check the box indicating "Aid for 2024-2025 academic year". Since your application for admission is for Fall 2024, you are not eligible to enroll at CWRU for the Summer 2024 session, and therefore you may not apply for summer session aid.

Complete the "Personal Information" section

Complete the "Academic Information" based upon your plans for the 2024 - 2025 academic year.

**"Enrollment Status"** - Check "Grad/Professional"

**"Enrolled In"** - Check "Law" or the appropriate program you will be enrolled in. If you are entering a dual degree program, check the box for joint degree, and write in the name of the dual degree (i.e. - JD/MBA).

**"Major Field of Study"** - Answer will be "LAW" for major field of study. The expected graduation date is the date you expect to be graduated from law school. For **NEW J.D. STUDENTS**, this will be "5/2027". Other students should list their applicable graduation date.

**"College Credits"** - Answer based upon your planned number of hours of enrollment.

**NEW J.D. STUDENTS**: If you plan to enroll full-time, enter 12 hours for the fall and 12 hours for the spring semester.

**"Class Standing"** - **NEW J.D. STUDENTS** should check "First year (07)". **LL.M. STUDENTS** should check "Post Grad (11)". **Transfer students** should check the appropriate year of course work.

Complete the "Household Information" and Financial Information" and the Financial Information sections. If the answer to a question is zero or not applicable, indicate such with a "0" or "None".

**“Financial Information”**- This asks about aid that you may receive **from sources OTHER than CWRU**. Do not list Federal Direct loans or any other federal or private loan programs.

Do not list CWRU Merit or Academic Scholarships here that you were awarded upon admission to the law school.

**“Permission to Release”-All students must read, understand, answer the questions and sign the Permission to release information**

You may voluntarily choose to complete the **"Personal Questionnaire"** section. This information is used to inform students of financial aid opportunities, which are made available to students of certain backgrounds or with certain interests. This information is not released to any outside parties.

#### **COMMUNICATING WITH CWRU REGARDING YOUR FINANCIAL AID**

The **Law Student Financial Services Office** is based within the School of Law. This office serves as a liaison between all law students and the centralized University Financial Aid Office. Ms. Tonya Phillips, our Director of Student Financial Services, is able to answer most questions about financial aid policies and procedures, application status, and questions about billing procedures.

If you have questions about procedures and forms, it is recommended that you contact the Student Financial Services Office. Calling us first will allow us to deliver the most accurate and efficient service and response.

You may call the office at **216-368-3602 or (toll free) 1-877-889-4279**, between the hours of 9:00 A.M. through 5:00 P.M., Eastern Time, weekdays. If a staff member is not immediately able to take your call, please leave your name, telephone number, and time when you can be reached. Be assured that every effort will be made to get back to you as soon as possible.

If you have access to electronic mail, you may send electronic mail to Internet address:

**[lawmoney@case.edu](mailto:lawmoney@case.edu)**

Electronic mail will be answered, and responses returned to you within two workdays.