

Holy Family School Parent Instructions for 2014-2015

Access Application www.smarttuitionaid.com

School ID Code

Please use the following school ID code for Holy Family School - 11519

Application Deadline

Please submit your application and documentation by 3/14/2014

Eligible Grades

Kindergarten - 6th Grade

Application Processing Fees

- Application Fee (required): \$20
- Business Fee (if applicable): \$19 Fee only applies to families filing: 1041, 1065, 1120 or 1120S.
- Parent Report Fee (optional): \$8 This report allows you to view the information submitted on your application.
 - **This report does <u>not</u> display recommendations for financial aid.**

Required Supporting Documentation

All applications are required to submit documentation to support their application. *Applications submitted without documentation will not be processed.*

- Most recent paystubs and W-2 forms for all jobs...
- Most recently filed tax return: 1040, 1040A, 1040EZ with all schedules.
- Most recently filed business tax return: 1040, 1065, 1120, 1120S (if applicable).
- Supplemental income documentation: Social Security, Welfare, Food Stamps, Child Support, 1099-M Forms, Workers Compensation, Unemployment, Veterans Benefits, Etc.

Submitting Documentation

Application IDs must be included on all documents. Failure to include your application ID will delay the review of your application.

- Email: documents@smarttuitionaid.com
- Fax: (610)-599-8633
- Mail: Smart Tuition Aid PO Box 25116 Lehigh Valley PA 18002

Contact Information

Phone Support: (800)-360-8027

• Email Support: <u>support@smarttuitionaid.com</u>

Notification of Financial Aid

Once your application is processed, a financial aid recommendation will be forwarded to Holy Family School. All final financial aid decisions, including notification of an award amount (if any) will be made by Holy Family School. If you have not received notification regarding financial aid, contact the financial administrator at Holy Family School. Please allow a minimum of four weeks after you have submitted your application and required documentation.



Holy Family School Parent Instructions for 2014-2015

How to apply online

Please go to our website <u>www.smarttuitionaid.com</u>. For new families, you will need to click 'New Parent Registration.' From there you will be prompted to enter a valid e-mail address and a password of your choice. It is important your e-mail address is correct, as email is our first line of communication. Once you are confirmed with a username and password, you will be logged into our online site, where you will start the application process. For returning families, you can log in with your previous year's login information. For assistance in filling out the application or retrieving login information you can contact us either by phone at 1-800-360-8027 or by e-mail at <u>support@smarttuitionaid.com</u>.

Parent FAQ

Q: Who should complete this Tuition Aid form?

A: Whoever the child resides with should fill this application out, whether it is a parent, grandparent, aunt/uncle, or legal guardian. There is a section within the application where you can enter contributions from non-custodial parents and relatives.

Q: Why do I need to input my spouse's information if I am remarried and they are not legally responsible for my children?

A: Our calculation works off of the total household income, therefore including all income, whether the party is legally responsible for your children or not. Our system however, does take into effect your spouse's expenses as well as their income, it is important to list all expenses that are asked of within the application.

Q: Do | list all of the children in my household, even if they are attending another school?

A: Yes, You will need to list out all children within your household. That includes children attending another private school, children attending a public school, or children not attending school.

Q: What if I have an additional circumstance?

A: We have designed a section for you to select from a list of pre-generated circumstances. If your circumstance is not listed, please feel free to write us a letter explaining your circumstance. Please write "SPECIAL CIRCUMSTANCES," on the top of your letter, along with your name and application ID.

Q: I do not have the required tax documents. HELP!

A: Include the most recent tax documentation you have available. If you are asked for a specific line from a tax document that you have not yet completed, please estimate the projected amount.

Q: How will I know if I qualify for aid or not?

A: We do not disclose information about the results of your application. All final tuition aid decisions, including notification of an award amount (if any); will be made by your school. For the date award notices will be given, please contact your school directly.



APPLICATION FOR FINANCIAL AID

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Application ID: 140057120 2014-2015 School Year

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Application ID: 140057120 2014-2015 School Year

SECTION 5

 R. SPECIAL CIRCUMSTANCES Your household is expecting another child this year. You are in the process of a divorce or separation. There has been a recent death in the household. Your spouse will not cooperate in completing this form. A household member has been recently diagnosed as severely ill. 	 A household member has a problem (addictions, mental illness, etc.) that is causing financial stress for the family. You are a non-custodial parent who is requested by your school to complete this financial aid form in addition to your ex-spouse, who is also completeing this form. Your household does not pay any rent or mortgage. Your household does not file a 1040 tax document. A household member is recently unemployed.
 S. CONTRIBUTIONS TO EDUCATION (CURRENT YEAR) 1. How much (in your opinion) can Parent(s)/Guardian(s) contribute toward in the sum of the	the tuition of all dependents in this household next year? vard the education of those applying for financial aid in this form?
T. APPLICATION PROCESSING FEES Required Processing Fee (See Parent Directions for cost) Your application wilt not be processed without payment. Corporation/Partnership Processing Fee (See Parent Directions for cost) You are required to pay this fee if a member of your household owns any portion of a corporation or partnership. Parent Reporting Fee (\$8) Optional - A report is provided to you to verify the accuracy of your application information. Total Payment Please calculate the total payment your are including.	PAYMENT METHOD (Choose one method of payment) Check Money Order Amex Mastercard Discover Visa CREDIT CARD NUMBER EXP. DATE MM/YY CARD HOLDER NAME U. SPECIAL CODE INFORMATION (See Parent Directions)
completed tax forms and other financial documents requested by Smart	complete all sections of the application that apply to my household. I agree to submit all Tuition. I agree that Smart Tuition may contact me to request additional information as it cial documents or misrepresent information submitted on this application in anyway, I may be t Tuition to charge my account.
	INTERNAL OFFICE USE ONLY: CK MD CC CA FW NP TOTAL: \$ DATE:

