

St. James School  
School ID: 10147  
Parent Directions  
2014-2015



## TUITION AID INSTRUCTIONS

**Please Note:** *The information provided below is to assist you in filling out your financial aid application. Please refer to the second page for instructions of how to fill out your financial aid application and parent frequently asked questions.*

### **Application Deadline:**

The deadline for families to submit their applications and documentation by is August 1, 2015.

### **School ID Number:**

When prompted, please use the SJS ID: 10147

### **Financial Aid Eligibility:**

**The following grades are eligible to apply for financial aid: Grades 1 -8.**

### **Application Processing Fees:**

- Required application fee of **\$14.00**.
- Business processing fee (if applicable): **\$19.00**. If you have filed any of the following: 1041, 1065, 1120, or 1120S.
- Optional Parent Report fee: **\$8.00**. This report allows you to review the information that you submitted on your application. Your report can be viewed online once your application has been audited. **\*\*This report does not display the amount of assistance you may receive from your school.\*\***

### **Required Supporting Documentation:**

All applications submitted require the below documentation in order to be reviewed. Applications received without the requested documentation will not be processed:

- Most recent pay-stubs and W2 statements for all jobs.
- Most recently filed federal tax form 1040, 1040A, 1040EZ with all applicable schedules.
- Most recently filed business tax return 1041, 1065, 1120, or 1120S (if applicable).
- Any supplemental income documentation, e.g., 1099 forma, social security, welfare, food stamps, unemployment, child support, workers compensation, veteran benefits, rental income, etc.

### **Submitting Required Documentation:**

E-mail and fax line are for documentation only. Paper applications sent by e-mail or fax will not be accepted.

- **Mail:** Smart Tuition Aid, P.O. Box 25116, Lehigh Valley, PA 18002
- **E-Mail:** [documents@smarttuitionaid.com](mailto:documents@smarttuitionaid.com)
- **Fax:** 612-599-8633

### **\*NOTICE OF FINANCIAL AID\***

Once your application is processed, a tuition aid recommendation will be forwarded to **St. James School**. All final aid decisions including notification of an award amount (if any) will be made by **St. James School**. If you have not received notification about financial aid, contact the Business Manager at **St. James School**. Please allow a minimum of four weeks after you have submitted your application.

## APPLYING FOR FINANCIAL AID

**How to apply online:** When choosing to submit your application online, please go to our website, [www.smarttuitionaid.com](http://www.smarttuitionaid.com). For new families, you need to click on "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, since that is our first means of communication. Once you are confirmed with a username and password, you will be logged onto 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 800-360-8027 or by e-mail at [support@smarttuitionaid.com](mailto:support@smarttuitionaid.com).

**How to retrieve a paper application:** If you do not have access to a computer or simply wish to submit a paper application, you may do so by obtaining an application from your school. Applications cannot be downloaded from our website, e-mailed, or directly mailed to you. Please make sure to contact your school directly for a paper application.

### Parent FAQs:

***Q: Who should complete the Tuition Aid form?***

A: With whomever the child resides should fill out this application, 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 he/she is not legally responsible for my child(ren)?***

A: Our calculation works off of the total household income therefore, include all income, whether the party is legally responsible for your child(ren) or not. Our system, however, does take into effect your spouse's expenses as well as his/her income. It is important to list all expenses that are asked of you within the application.

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

A: Yes. You will need to list all children within your household, including 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: What if I do not have the required tax documents?***

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.