

Student Aid Form



PARENT NAME

St. Edward High School Lakewood, OH School Code: 4303 (SCHL) PSAS: 1224-1231 P-B-N-B (9-12)

_6_019C_SCHL_4303

OFFICE USE ONLY
Barcode

Diocese of Cleveland Catholic Schools

EARLY APPLICATION FORM

To be completed by:

- 1. All in-coming Freshmen and
- 2. High School upper classes where the *early application is required* by the High School they are attending.

Parent(s) should complete this Private School Aid Service application. To be considered for your school's tuition assistance program, this application must be postmarked no later than **DECEMBER 1, 2014**.

- completed PSAS document,
- your tax documents from 2013 (See "tax year documentation" notes below),
- your \$30.00 check.

This application and your 2013 tax forms will also be used to consider younger and older siblings in Catholic schools for tuition assistance through the Diocesan Tuition Assistance program. *There is no need to fill out more than one PSAS form for the Diocesan Tuition Assistance program. Diocesan awards are not made until May 2015.

Diocese of Cleveland: First Filing Deadline - March 2, 2015, Second Filing Deadline - June 1, 2015
*YOUR SCHOOL MAY REQUIRE A LATER APPLICATION FORM FOR LOCAL TUITION ASSISTANCE.

TO COMPLETE THIS APPLICATION YOU WILL NEED TO INCLUDE:

Please note: This application requires documentation for income received in 2013.

- Detailed copies of all pages and Schedules of your 2013 Federal Income Tax Return Form 1040 1040A, or 1040EZ (as filed with the IRS) for individuals listed in Sections A and B. Recaps and/or Summary Forms are not acceptable. If you file Schedule(s) A, C, E, F or a statement of dependence, you must provide copies. If you earned income outside the US, provide all income documentation. If you have not yet filed, or are not required to file a tax return, see the REQUIRED DOCUMENTATION section of the INSTRUCTIONS.
- 2. Copies of all **2013** W-2 Wage and Tax Statement Forms, all **2013** 1099/1099R for Interest/Dividends, Pensions Annuities and/or Misc. Income Forms for individuals listed in Sections A and B (**Please make sure all documentation is copied on regular 8¹/₂ x 11 paper documentation <u>CANNOT</u> be returned).**
- 3. Documentation of TOTAL AMOUNTS received in **2013** for all Non-Taxable Income (see Section G for specific requirements).
- 4. Check or Money Order payable to PRIVATE SCHOOL AID SERVICE for the non-refundable application fee of \$30.00. Payment by check or electronic funds transfer (ACH) is your express authorization that if the payment is returned unpaid for any reason you consent to have your bank account electronically debited twice by PSAS or a third party collection agent. One debit will recover the item amount and the second debit will be the charge for applicable returned check and collection fees as allowed by law.
- 5. This application form filled out in its entirety, signed and dated by the individuals listed in Sections A and B.

IMPORTANT: If the above items do not accompany this application, your application will not be considered complete.

PSAS does not make final financial aid decisions. You will not receive results from PSAS. For more comprehensive instructions, please visit www.psas.org/instructions.

Keep a copy of this completed application and all documentation for your records.

Form #019C (20	13)		STU	DENT	AID FO	RM //	20	15	-2	016					
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Please check if a	⊥ dditional dependent	ts are	listed or	l n a senarate	-										
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Number of individu	uals who will reside in	n my/	our house	hold during	the 2015-2016	2. Current mari O a. Single,				_	_	t of Parent/G			
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school year:	S Child										Dalaieu				
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school year: Parents/Guardians *If Other, please 6			ed, or	Separat	ed Parents (T	*If Single, Div	orced,		arried	l, or Sepa	arated, y	you are require		•	Section E
school year: Parents/Guardians *If Other, please e	ivorced, Rem		ed, or	Separat	ed Parents (T	*If Single, Div	orced, ed by	the	Par	l, or Sepa	arated, y	you are require		•	Section E

5. Wh	o is responsible for the tuition for	Child Support (per year)				
		Names of students	Percent of tuition	Received	Paid	☐ Neithe
Father	Name:	father is responsible for:	paid (per student):%	\$	\$	- Noninc
		Names of students	Percent of tuition	□ Received	Paid	☐ Neithe
Mother	Name:	mother is responsible for:	paid (per student):%	\$	\$	- Neitrie
		Names of students	Percent of tuition	Received	☐ Paid	☐ Neithe
Other	Name:	other is responsible for:	paid (per student):%	\$	\$	- Neitrie
				_		

Taxable Income (Answers in	US\$ ONLY)	G	Non-Taxable Income (Answers i	n US\$ ONLY)
The 2013 federal tax return for student's househ	old was:	List th	e total amount received from 1/1/13-12/31/13 fo	•
FiledNot filed yet (See Required Documenta)	tion section)	10. Ch	ild Support	\$ per y
O I/We do not file. I/We only receive non-tax		ion G 11. Ca	sh Assistance (TANF)	\$ per y
	Actual 2013 Esti	imate 2014 12. Fo	od Stamps (SNAP)	\$ per
Total number of exemptions claimed on Federal			Medicaid received in 2013? • Yes • O No	
Income Tax form.			cial Security income (SSA/SSD, etc.)	
Parent/Guardian A total taxable income from W-2		•	rovide documentation for all recipients in household	l.) \$ per
wages (Box 1). Total income for Parent A only	\$\$	a.	Social Security income (<u>SSI Only</u>) Total received in 2013	\$*
Parent/Guardian B total taxable income from W-2 wages (Box 1). Total income for Parent B only	\$\$_		(Provide documentation for all recipients in househ	
Net business income* from self-employment, farm,	¥ <u></u>		udent loans and/or grants received for PARENT's edu	cation
rentals, and other businesses. (*Go to Section K)		(Ne	ot college attending dependents or students listed in	Section C.)
(Attach Schedules C, E, and/or F from your IRS 1040) See 2013 1040 lines 12, 17, and 18	\$ \$	a.	Total received in 2013	\$ *
Other non-work taxable income from interest.	ΨΨ		Total used for living expenses	\$ per
dividends, alimony, unemployment, and non-		15. Hc	ousing Assistance (Sec. 8, HUD, etc.)	\$ per y
business income. See 2013 1040 lines 8a, 9a-11, 13, 14, 15b, 16b, 19-21; See 2013 1040A lines 8a-14b	\$\$_	a.	Religious Housing Assistance	
	ΨΨ		(parsonage, manse, etc.) Total received in 2013	\$ *
Allowable "Adjustments to Income" as reported on your IRS 1040, 1040A, or 1040EZ.				•
See 2013 1040 line 36 or 1040A line 20	\$\$		her non-taxable income (Working for cash, Adoption Foster Subsidy, Worker's Comp., Disability, Pension	
Total "Adjusted Gross Income" as reported on your			tirement, etc. Identify source(s) in Section L)	\$ per y
IRS 1040, 1040A, or 1040EZ. See 2013 1040 line 37 or 1040A line 21	\$\$_	a.	Any and all Military/VA Benefits and/or Compensation	
Total Tax Paid as reported on your IRS 1040,			Total received in 2013 (Identify source(s) in Section	
1040A, or 1040EZ. See 2013 1040 line 61 or 1040A			ans/Gifts from friends or relatives	\$ per y
line 35	\$\$	10. Pe	rsonal Savings/Investment Accounts used for household	
Medical/Dental expenses as reported on Schedule A, line 1 of your IRS 1040 form.	\$ \$		penses (Do not include totals listed in Section I)	\$ per y
	ΨΨ	19. 101	tal non-taxable income for 2013	\$ per y
c. Charitable Contributions as reported on Schedule A, line 19 of your IRS 1040 form.	\$\$_		nust provide 2013 YEAR-END documentation for items 1 om the appropriate Public Agency, or documentation sho	
Housing Information (DO NO	T LEAVE BLANK)		Assets & Investments (Current	Values)
Tiousing information (bo No	T LEAVE BLANK)		Assets & Investments (Current	values)
Do you rent or own your residence?	O Rent O Own (go	o to line 22) 23. To	otal amount in cash, checking, and savings accou	nts \$
. If renting, what is the monthly rental payment?	? \$	24. To	otal value of money market funds, mutual funds,	
. In rending, what is the monthly rental payments	Ψ			
a. Amount paid by household		St	ocks, bonds, CDs, or other securities	\$
	\$	_ per month 25. To	otal value of IRA, Keogh, 401K, SEP, or other	
b. Amount paid by other source(s)	\$ \$	_ per month 25. To	otal value of IRA, Keogh, 401K, SEP, or other tirement accounts	\$
. ,	\$	_ per month 25. To	otal value of IRA, Keogh, 401K, SEP, or other tirement accounts What was your total contribution to your retirem	\$ ent
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Parent/Guardian A:Print Name		SS	S#:	
	nployed Individuals (2013 Estim	nates)		
property, and/or a farm please provide an es	and are Self-Employed, own a business, ren stimate of your income - <mark>DO NOT LEAVE B</mark> i		<u>Schedule E</u>	Schedule F
1. What is your total estimated GROSS busined	ess income?	\$	\$	\$
2. What is your total NET business taxable	income/loss? (DO NOT LEAVE BLANK)	\$	\$	_ \$
3. If your business pays your home rent or mo	ortgage, what is the annual total?		\$	-
4. If your business pays for your personal auto	omobile, what is the annual total?		\$	_
5. If your business pays any portion of other p	ersonal expenses, list total amount and exp	lain in Section L.	\$	-
6. If you own rental property: What was the to	tal amount of Rental Income received?		\$	_
Explanations (Use this space	to explain any answers which may r	eed clarification.)		
_				
*Be certain to make for	ollow-up contact with the	school(s) rega	rding vour expla	nations
	•	() (ding your expire	mations.
Certification, Authorization,	and Documentation Requirem	ents		
WHAT	IS REQUIRED TO PROCE	SS THIS APPL	ICATION	
	IG IS MISSING, YOUR APPLICA			OMPLETE.)
1. This application form filled out in its er				
2. A check or money order made payable 3.				
If you have filed a 2013 IRS Form 1040:	If you have not yet file 2013 IRS Form 1040:		lf you do not f Form 1040 AND i	
	A complete photocopy of your most recent Form		non-taxable	
1 01111 10 10, 10 1011, 01 10 10 10 10	or 1040EZ (as filed with the IRS, with all Sc W-2 Forms, 2013 1099/1099R, or 1098 Forms	,	cocopies of your 2013 YEA ement (TANF, etc.). Food	
2013 W-2 Forms 2013 1099/1099R	earning adult residing with the applicant(s). <i>If th</i>	nis application House	sing Assistance documentat	ion, Student Loans and/
4000 F fi	is submitted after April 15, 2014, you must p of the 2013 Extension for Filing Request, a		rant documentation for par urity income statements show	
adult residing with the applicant(s).	the IRS and a copy of your last filed tax ret		ived in 2013 for ALL membe	
☐ An electronic recap of this written app	lication is available for an additional \$5 fe s box and include an additional \$5 with y			
,				ciccironic recap.
Checkout	□ Non-Refundable Application Proces□ Electronic Recap Fee (optional)			
─ SIGN HERE	*Please make checks payable to PSAS		Total	
				ADILIATE OCUCOL
I/We declare that the information on this SERVICE to return this form and all attac				KIVATE SCHOOL AI
	•			
Parent/Guardian A	Date Par	ent/Guardian B		Date
This Student Aid Form (SAF), all att	achments and an analysis of your SAF a			ng with PSAS.

You will not receive results from PSAS. No other agency will see or receive any information about this application or its attachments.

Mail completed application and photocopies of all documentation to:

INTRODUCTION

PRIVATE SCHOOL AID SERVICE (PSAS) is under contract with the school, school system, or organization from which you obtained this application for tuition assistance. Our purpose is to provide a reasonable assessment of the ability of each family to pay for the education of their children at private and independent elementary and secondary schools.

Your Student Aid Form, all attachments, and an analysis of your SAF are sent only to the school(s) or agencies contracting with PSAS. No other agency will receive any information about this application or its attachments.

PRIVATE SCHOOL AID SERVICE does not make any decisions about recipients and amounts of financial aid awarded. Recipients and amounts of aid are determined by the designated school or agency. YOU WILL NOT RECEIVE RESULTS FROM PRIVATE SCHOOL AID SERVICE.

INSTRUCTIONS

A & B Parent, Guardian or Other Adult

This form should be filled out by the parent, guardian or other adult responsible for the tuition of the child or children attending a private or independent school contracting with PSAS. If the parents/guardians are divorced or separated, only the parent responsible for the tuition and any other adult residing in the household should fill out the form. If tuition is shared, each responsible party must complete a Student Aid Form (SAF) if financial aid is needed.

Answer *all questions* for both parent(s), stepparent(s), or guardian(s) responsible for tuition for the dependent(s) listed in Section C. **Do not leave any questions blank.** If natural parents are divorced, separated or single, answer all questions in Section E. If natural parents are divorced/separated and remarried, list information for custodial parent and new spouse. If either parent answers "self-employed," and has not filed a tax return, complete Section K. If you provide your email address to PSAS, it will be used for application related communication only. Your email address will also be provided to the organizations you list in Section C as part of your application. Your email address will not be shared with any other third party.

CALCULATIONS ARE BASED ON TOTAL HOUSEHOLD INCOME.

C Student Information

List all dependent children residing in your household in order of oldest to youngest. Indicate date of birth and the relation to Parent/Guardian A listed in Section A of the application (i.e. child, grandchild, foster child, stepchild, etc.). If your dependents will be enrolled in any tuition charging school or agency next fall (including daycare, preschool, elementary school, high school, college, or trade school), list the name of the school, city and state where the school is located. List the grade your child(ren) will enter next fall (2015-2016); the amount you feel you can pay toward tuition per year, and the amount of tuition charged per student per year.

If "No" is checked for a student listed in Section C, that student will not be considered for tuition assistance. For all additional dependents, use a separate sheet.

Diocesan Tuition Assistance is awarded to students in grades kindergarten-12.

NOTE: The information regarding tuition charged per student assists PSAS in making the most equitable analysis of your ability to pay for private education. If you are unsure, please estimate.

Household Information

ITEM 1: Enter total number of individuals living in the household. Include any college students claimed on the tax return. Do not include children who have moved out of the home. Include all family members dependent on and residing with the parent listed in Section A.

ITEM 2: Check the appropriate box indicating custodial parents' marital status. If parents are single, divorced, remarried, or separated, complete Section E.

Single, Divorced, Remarried, or Separated Parents

If dependent(s) parents are divorced or separated, or do not reside in the same household, the custodial parent must provide the information requested in Section E about the non-custodial parent.

If the date of separation took place in the year 2013, PSAS will require copies of any tax returns filed jointly or independently by both parent(s)/guardian(s) for 2013. Be sure to estimate the income in Section F for 2014.

ITEM 5: Indicate who is responsible for tuition and what percentage for the dependents listed in Section C. List the total amount of child support actually received by custodial parents listed in Sections A & B. List the total amount received and the total amount paid for **2013**.

Taxable Income (Answers in US\$ ONLY)

List all actual amounts for 2013 and estimated amounts for 2014.

ITEM 1: Enter the total number of exemptions you claimed on your **2013** IRS Form 1040, 1040A, or 1040EZ.

ITEM 2: Enter the total **2013** taxable income earned in wages, salaries and tips for parent/guardian/other listed in SECTION A. Attach all copies of **2013** W-2 forms and/or **2013** 1099 forms from all employers.

ITEM 3: Enter the total **2013** taxable income earned in wages, salaries and tips for parent/guardian/other listed in SECTION B. Attach all copies of **2013** W-2 forms and/or **2013** 1099 forms from all employers.

ITEM 4: Enter the total net income from business (attach Schedule C or C-EZ), all rents, royalties, partnerships (attach Schedule E), and all farm income or loss (attach Schedule F). If you have received income from any of these sources and are estimating your income for **2013**, you must also fill out Section K of this application. (See **2013** 1040 lines 12, 17, and 18, enter sum total.)

ITEM 5: Enter the total of all other taxable income from interest, dividend income (attach Schedule B if over \$400), taxable refunds, credits or offsets of state and local income taxes, alimony received, capital gain or loss (attach Schedule D). List all capital gain distributions not previously reported, total IRA distributions (if rolled-over, explain in Section L), pensions and annuities, unemployment compensation, taxable social security benefits, and any other taxable income. Attach copies of all Form 1099/1099R, and/or Form 1098 for Interest/Dividends, Pensions/Annuities or other misc. income. Attach copies of Social Security Income statements and Unemployment Compensation documentation for year-end 2013. (See 2013 1040 lines 8a, 9a-11, 13, 14, 15b, 16b, 19-21, or 1040A lines 8a-14b, enter sum total.)

ITEM 6: Enter allowable adjustments to income, such as IRA payments, self-employment tax, self-employed health insurance deduction, Keogh retirement plan and self-employed SEP deductions, penalty on early savings withdrawals, and alimony paid. Add together to arrive at your total adjustments. DO NOT include your standard deduction or deduction amounts for each family member. (See 2013 1040 line 36, or 1040A line 20.)

ITEM 7: Enter total adjusted gross income as reported on your IRS Form 1040, 1040A or 1040EZ. Attach all pages of the applicable tax form (1040, 1040A, 1040EZ) for documentation. (See **2013** 1040 line 37, or 1040A line 21.)

ITEM 8: Enter the Total Tax paid (not withheld) as reported on your IRS Form 1040, 1040A, or 1040EZ. (See 2013 1040 line 61, or 1040A line 35.)

ITEM 9a: Enter the total of any medical and dental expenses as reported on Schedule A, line 1 of your IRS Form 1040 (attach Schedule A).

ITEM 9b: Enter the total amount of Charitable Contributions as reported on Schedule A, line 19 of your IRS Form 1040 (attach Schedule A).

G

Non-Taxable Income (Answers in US\$ ONLY)

If you receive non-taxable income, you must list and provide documentation of the TOTAL YEARLY AMOUNTS received in 2013 for all recipients in the household for the following: Cash Assistance (TANF), Food Stamps, Social Security income, Student loans and/or grants (received for PARENT's education), Housing assistance (Section 8, HUD, etc.), Worker's Compensation, Disability or Retirement.

ITEM 10: Child support: Report total amount received for **2013** for all children in the household.

ITEM 11: Cash Assistance (TANF): Report total amount received for 2013.

ITEM 12: Food Stamps (SNAP): Report total amount received for **2013**. Do not combine with TANF or Medicaid.

ITEM 12a: Did you receive Medicaid in 2013?

ITEM 13: Social Security benefits: Report the total non-taxable (**SSA/SSD, etc.**) amount received in **2013** for all recipients in household.

ITEM 13a: Social Security benefits: Report the total non-taxable (**SSI ONLY**) amount received in **2013** for all recipients in household.

ITEM 14: Student loans and/or grants: Report the total amount received in **2013** for PARENT'S education. <u>Do not list loans, grants or scholarships received for dependents in Section C</u>. Identify how much of this income was used for household expenses in **2013**.

ITEM 15: Housing assistance: Report the total amount received for **2013**. Identify in Section L all sources of Housing assistance (government assistance, Section 8, HUD, family/friends or other sources), including monies received toward rental/mortgage payments and/or utilities.

ITEM 15a: Religious Housing assistance: Report the total amount received for 2013.

ITEM 16: Other non-taxable income: Report all additional non-taxable income received in 2013 including: Working for cash, Deductible IRA or Keogh payments; untaxed portions of pensions; tax exempt interest income; foreign income exclusion; Workers' Compensation; cash support or any money paid on your behalf, including support from a non-custodial parent or any other person (do not include court ordered support here); adoption and/or foster care subsidy, or any other benefit or income not subject to taxation by any government (Refugee Assistance, etc.). Identify source(s) in Section L.

ITEM 16a: Any and all Military/VA Benefits and/or Compensation: Provide your Leave and Earnings Statement (if applicable) and report the total amount received for 2013 of food and other living allowances paid to members of the military, veterans non-education benefits (Death Pension, Dependency and Indemnity Compensation, etc.), VA Educational Work-Study, etc. Identify source(s) in Section L.

ITEM 17: Loans/Gifts received from friends or relatives: Report the total amount received in 2013.

ITEM 18: Personal Savings/Investment Accounts: Report the total amount used in **2013** for household expenses.

ITEM 19: Total non-taxable income for 2013: Add together Items 10-18.

Н

Housing Information

ITEMS 20 and 21: If you rent your home or apartment, list your monthly rental or lease payment here, including amounts paid by household and other sources.

ITEM 21c: Indicate whether you are current on your monthly rental payment and if not, what the actual amount was that you paid in 2013.

ITEM 22a: Determine the present value of the family home and list it. Local real estate agents should be able to help you if you are unsure.

ITEM 22b: Check with your lending institution and enter the amount still owed, including second mortgages.

ITEM 22d: Indicate whether you are current on your monthly mortgage payment and if not, what the actual amount was that you paid in 2013.

Assets and Investments

ITEM 23: List total of current balances in cash, savings, and checking accounts. Do not include IRAs or Keoghs.

ITEM 24: List total current market value of money market funds, mutual funds, stocks, bonds, CDs or other securities.

ITEM 25: List total current market value of all retirement funds, including IRA, Keogh, 401K, and SEP plans or other retirement accounts. List total amount contributed in **2013** for Item 25a.

ITEM 26: Answer Items 26a and 26b for any and all investment real estate (not including the family's primary residence), if applicable. **Do not list the value of your home.** Second homes, rental properties, and land contracts should be included.

ITEM 27: If you own a business, check the Yes box and answer Items 27a and 27b. If you have not filed your 2013 tax return, complete Section K of this application.

ITEM 28: If you own a farm, check the Yes box and answer Items 28a and 28b. If you have not filed your 2013 tax return, complete Section K of this application.

J

Unusual Circumstances

Check any and all items that apply to your situation. If your circumstances require explanation beyond the scope of this application, please notify the school to which you are applying and also include a letter of explanation with this application.

K

Business Income

Provide 2013 Business Income Estimates if you have not filed your 2013 Tax Return.

ITEM 1: List estimated total GROSS business income for 2013.

ITEM 2: List estimated total NET taxable business income/loss for 2013.

ITEM 3: List the total amount paid by business in 2013 for home rent or mortgage.

ITEM 4: List the total amount paid by business in 2013 for personal automobile.

ITEM 5: List the total amount of personal expenses paid by business in **2013** that do not fall into one of the categories above.

ITEM 6: List total amount of estimated rental income received in 2013.

If providing income estimates for more than one business, corporation or farm (Schedule C, Schedule E and/or Schedule F) please list information for each business, corporation or farm separately. Use additional sheet or Section L, if necessary.

L

Explanation

If any specific question requires clarification, write a brief explanation in this space. If your circumstances require explanation beyond the scope of this application, please notify the school to which you are applying.

M

Certification, Authorization, and Documentation Requirements

You **must** sign the form in this section. Your signature authorizes PSAS to release the form and attachments to the contracting schools indicated in Section C. By signing the form, you also certify that the information submitted is correct. This application CANNOT be processed without the appropriate signature(s) and the appropriate documentation.

REQUIRED DOCUMENTATION

If you have filed your 2013 IRS Form 1040:

You must submit photocopies of all pages of your **2013** Federal Tax Return Form 1040, 1040A or 1040EZ (as filed with the IRS, with all Schedules, **2013** W-2 Forms, **2013** 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s). *Do not include your State tax return unless requested.*

If you have not filed your 2013 IRS Form 1040:

You must submit photocopies of all **2013** W-2 Forms, **2013** 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s), and photocopies of all pages of your most recent Federal Tax Return Form 1040, 1040A or 1040EZ (as filed with the IRS, with all Schedules). *If this application is submitted after April 15, 2014, you must provide a copy of the 2013 Extension for Filing Request, as approved by the IRS.*

If you are an Independent Contractor or self-employed and have *not* filed your 2013 IRS form 1040:

You must complete Section K and submit photocopies of all pages of your most recent Federal Tax Return Form 1040, 1040A or 1040EZ (as filed with the IRS, with all Schedules), 2013 W-2 Forms, 2013 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s). If this application is submitted after April 15, 2014, you must provide a copy of the 2013 Extension for Filing Request, as approved by the IRS.

If you receive non-taxable income:

You must submit photocopies of your 2013 YEAR-END (01/01/13 - 12/31/13) Cash Assistance documentation (TANF, etc.), Food Stamp documentation, Housing Assistance documentation, Student loan and/or grant documentation (for PARENT's education), Social Security Income statements, showing the TOTAL AMOUNT received in 2013 for ALL members of the household. If you list any total for line 16, you must identify source(s) in Section L.

IF YOU EARNED INCOME OUTSIDE THE US, PROVIDE ALL DOCUMENTATION OF INTERNATIONAL INCOME.

Along with your application, you must include:

Documentation Checklist

- □ Copies of all pages of your 2013 IRS Form 1040, 1040A, or 1040EZ including all Schedules.
- Copies of *ALL* W-2 and 1099 Forms for individuals listed in Sections A and B (All documentation should be copied on regular 8¹/₂ x 11 paper).
- ☐ Copies of all required non-taxable income documentation.

Keep a copy of this completed application and all documentation for your records. For more comprehensive instructions, visit www.psas.org/instructions.

Copies of your 2013 W-2 Forms FROM ALL EMPLOYERS

	a Employe	e's social security number						\neg		
			OMB No. 154	5-0008						
b Employer identification number (EIN)			1 Wages, tips, other compensation 2 Federal income tax withheld						
c Employer's name, address, and	c Employer's name, address, and ZIP code					3 Social security wages 4 Social security tax withhel				
				5 M	edicare wages and tips	6 Medi	care tax withheld			
				7 S	cial security tips	8 Alloca	ated tips			
d Control number				9		10 Depe	endent care benefits	П		
e Employee's first name and initial	Last nam	te	Suff.	19 8	onqualified plans tutoy Retisement Third-party	12a	L			
				14 0	ployee plan sick pay	120				
				14 0.	Part 1	12d		\dashv		
f Employee's address and ZIP cod	e					Go de				
15 State Employer's state ID num	ber	16 State wages, tips, etc.	17 State incor	ne tax	18 Local wages, tips, etc.	19 Local inc	ome tax 20 Locality	/ name		
Form W-2 Wage an Statemen	d Tax it	-	2013	}	Department of	of the Treasur	ry-Internal Revenue Se	arvice		
Copy 2—To Be Filed With Emp Income Tax Return	loyee's Sta	ite, City, or Local								

Copies of your 2013 1099 Forms (where applicable)

PAYER'S name, street address, city or or foreign postal code, and telephone		country, ZIP	1 Rents	OMB No. 1545-0115		
			\$ 2 Royalties	2013	-	Miscellaneous Income
			\$	Form 1099-MISC		
			3 Other income	4 Federal income tax v	withheld	Copy C
			\$	\$		For Payer
PAYER'S federal identification number	RECIPIENT'S identification	on number	5 Fishing boat proceeds	6 Medical and health care	payments	
			\$	\$		
RECIPIENT'S name			7 Nonemployee compensation	8 Substitute payments dividends or interest		For Privacy Ac and Paperwork
Street address (including apt. no.)			\$	\$		Reduction Ac Notice, see the
			9 Payer made direct sales of \$5,000 or more of consumer	10 Crop insurance pro	ceeds	2013 Genera Instructions for
City or town, province or state, country	y, and ZIP or foreign posts	al code	products to a buyer (recipient) for resale ►	\$		Certair
			11 Foreign tax paid	12 Foreign country or U.S. p	ossession	Information
			\$			Returns
Account number (see instructions)		2nd TIN not	.13 Excess golden parachute payments	14 Gross proceeds pai attorney	d to an	
			\$	\$		
15a Section 409A deferrals	15b Section 409A income	,	16 State tax withheld	17 State/Payer's state	no.	18 State income
\$	\$		\$			\$

If you do not have all of the documentation required:

Contact the IRS for a transcript of your complete 1040, 1040A, or 1040EZ, and any Schedules, etc. Contact your employer for a copy of your W-2. Contact the appropriate company for a copy of your 1099.

Avoiding the Most Common Errors

THE MOST COMMON ERROR THAT APPLICANTS MAKE IS SENDING THE APPLICATION INCOMPLETE. IN ORDER FOR AN APPLICATION TO BE REVIEWED. IT MUST INCLUDE:

- All pages of your **2013** IRS Form 1040, 1040A, or 1040EZ (Federal Income Tax Return). **Do not send your state tax return, recap, or tax summary.** (If you have not yet filed your **2013** IRS Form 1040, or you do not file, please see the Required Documentation Section of the instructions.)
- 2013 W-2 and/or 1099 Forms for individual(s) listed in Sections A and B (Please make sure all documentation is copied on regular 81/2 x 11 paper).
- · Non-taxable income verification.
- A check or money order for the non-refundable application fee of \$30.00.
 - → Print clearly and neatly with a blue or black ball point pen.
 - Make a photocopy of your completed Student Aid Form and all supporting documentation for your records.
 - → Do not staple ANYTHING to the Student Aid Form.
 - Submit the original application only.
 - → Affix proper postage to the envelope (applications without sufficient postage will be returned by the post office).
 - → Do not send any original documents. Originals cannot be returned.

PSAS CANNOT PROCESS YOUR APPLICATION IF YOU HAVE NOT INCLUDED THE REQUIRED DOCUMENTATION AND APPLICATION FEE.

Frequently Asked Questions

My spouse and I recently separated, who should fill out the application and with what information?

The person responsible for tuition should fill out the application. If you and your former spouse filed a joint tax return for the requested tax year then both adults should be included on the application. If both adults resided in the same home for half of the requested tax year then both parents should be included on the application. For example, if the application is requesting **2013** tax information and the couple separated in August **2013**, then both adults will be expected to provide documentation of their income.

I have not filed my tax return. What documents should I provide?

Please provide your last filed tax return and **2013** W-2 Forms. If you filed a Schedule C, E or F on the last filed tax return then you must provide gross and net business estimates in Section K. If you filed a Schedule C, E or F in the previous year's tax year, and do not plan on filing in the requested tax year, please state that in Section L. *Please Note: An IRS extension will be requested for all applications received April 15th and later.*

What is a net and gross business estimate?

Gross business income is the total amount of sales for a tax year. Net business income is the total amount of sales for a tax year minus the operating cost (The net business income is essentially the profit from the business, rental property or farm).

What is a Schedule C, E and F?

- A Schedule C refers to business income or loss.
- A Schedule E refers to *rental property*, royalties, partnerships, S corporations, trusts, etc.
- A Schedule F refers to farm income or loss.

I have children in pre-school and/or college who are not applying for aid. Should I put them on the application? If so, why does it matter?

Please list all dependent children residing in your home who attend a tuition charging school/program. PSAS factors in the amount of children the household has in tuition charging schools.

I live with a significant other who is not responsible for my child's tuition. Should I include their information?

Financial aid considerations are based on total household income. In an effort to maintain consistency PSAS considers all members of the household who are contributing to household living expenses even if they are not legally responsible for tuition.

Why should I provide an email address?

E-mail is used to set up your personal PSAS account ,correspond with PSAS and track your application online at www.my.psas.org. The email address provided is only used by PSAS and the school(s) or agencies contracting with PSAS and will not be provided to any other entity.

For more frequently ask questions please visit www.psas.org.

If your inquiry does not match any of the listed FAQ's please email PSAS at info@psas.org or call (440) 892-4272.

Parish Code List

Akron		Cleveland (continued)		Hinckley		Parma (continued)	
Blessed Trinity	.4469	St. Boniface	4523	Our Lady of Grace	4494	Holy Family	4659
Immaculate Conception		St. Casimir		<u>Hudson</u>		Holy Spirit Byzantine	
Nativity of the Lord Jesus		St. Colman		St. Mary	4495	Pokrova	
St. Anthony of Padua		St. Elizabeth of Hungary	4531	<u>Independence</u>		St. Andrew Ukrainian	
St. Bernard	.4460	St. Helena Romanian Byzantine	4536	St. Michael	4621	St. Anthony of Padua	4654
St. Francis de Sales		St. Ignatius of Antioch	4544	<u>Kirtland</u>		St. Bridget	4655
St. Mary		St. Jerome	4547	Chapel of the Divine Word	4429	St. Charles Borromeo	4656
St. Matthew		St. John Cantius		<u>Lakewood</u>	4000	St. Columbkille	4657
St. Paul		St. John Nepomucene	4549	St. Clement	4622	St. Francis de Sales	4658
St. Sebastian		St. Leo the Great	4554	St. Gregory the Theologian Byzantine		St. Josaphat Ukrainian	
St. Vincent		St. Malachi Parish	4556	St. Luke Transfiguration		Catholic Cathedral	4662
Visitation of Mary	4458	St. Mark		Litchfield	4023	St. Matthias	4663
Amherst St. Joseph	4500	St. Maron		Our Lady Help of Christians	4496	<u>Parma Hts</u> .	
		St. Mary Byzantine	4559	Lorain		St. John Bosco	4665
Ashland St. Edward	4400	St. Mary (Collinwood)	4560	Mary Mother of God	4636	<u>Peninsula</u>	
Avon	4400	St. Mel	4562	Nativity of the Blessed Virgin Mary	4638	Mother of Sorrows	4504
Holy Trinity	1503	St. Michael		Sacred Heart Chapel (Hispanic)		<u>Perry</u>	
St. Mary of the		St. Nicholas Croatian Byzantine	4566	St. Anthony of Padua	4628	St. Cyprian	4444
Immaculate Conception	4594	St. Patrick (Bridge)		St. Basil Romanian Byzantine	4629	<u>Richfield</u>	
Avon Lake		St. Paul (Croatian)		St. Francis Xavier Cabrini		St. Victor	4505
Holy Spirit	4595	St. Rocco		St. John Ukrainian Byzantine		<u>Rittman</u>	
St. Joseph	4596	St. Stanislaus		St. Joseph		St. Anne	4506
Bainbridge	. 1000	St. Stephen	4588	St. Michael Byzantine		Rocky River	
Holy Angels Parish	4400	St. Vincent de Paul		St. Nicholas Byzantine		St. Christopher	4666
Barberton		St. Vitus		St. Peter	4640	<u>Shaker Hts</u> .	
Holy Trinity	.4483	Sts. Peter and Paul Ukrainian	4578	Loudonville St. Peter	4407	St. Dominic	4445
St. Augustine		<u>Cleveland Hts</u> .		St. Peter	4497	<u>Sheffield Lake</u>	
St. Mary	.4484	Communion of Saints	4410	Lyndhurst St. Clare	4420	St. Thomas the Apostle	4667
Ray Villago		<u>Columbia Station</u>			4430	<u>Sheffield Village</u>	
St. Raphael	.4597	St. Elizabeth Ann Seton	4610	Macedonia Our Lady of Guadalupe	4400	St. Teresa of Avila	4668
Bedford		Concord Township			4490	<u>Solon</u>	
Our Lady of Hope	.4403	St. Gabriel	4435	Madison Immaculate Conception	1121	Resurrection of our Lord	4447
Berea		<u>Copley</u>		Maple Hts.	4431	St. John Hungarian Byzantine	4676
St. Adalbert	.4598	Guardian Angels	4488	St. Martin of Tours	1/132	St. Mary Ukrainian	4446
St. Mary	.4599	<u>Cuyahoga Falls</u>		Medina	4402	St. Rita	4448
Brecksville		Immaculate Heart of Mary	4490	Holy Martyrs	4500	South Amherst	
St. Basil the Great		St. Eugene	4489	St. Francis Xavier	4499	Nativity of the Blessed Virgin Mary	4669
St. Joseph Byzantine				Mentor		South Euclid	
Broadview Hts. Assumption		<u>Doylestown</u>		St. Bede the Venerable	4434	Sacred Heart of Jesus	4449
Assumption	.4602		4492	St. John Vianney	4436	<u>Stow</u>	
<u>Brook Park</u>		<u>Eastlake</u>		St. Mary of the Assumption		Holy Family	4507
Mary Queen of the Apostles	.4604		4414	Mentor-on-the-Lake		<u>Strongsville</u>	
<u>Brooklyn</u>		<u>Elyria</u>		St. Andrew the Apostle Byzantine	4438	St. John Neumann	
St. Elias Melkite Catholic				<u>Middleburg Hts</u> .		St. Joseph the Worker	4671
St. Thomas More	.4606	St. Jude		St. Bartholomew	4644	<u>Tallmadge</u>	
<u>Brunswick</u>	4007	St. Mary	4614	<u>Middlefield</u>		Our Lady of Victory	4508
St. Ambrose		St. Vincent de Paul	4616	St. Lucy Mission	4439	<u>Thompson</u>	
St. ColetteSt. Emilian Byzantine		<u>Euclid</u>		<u>Newbury</u>	4440	St. Patrick	4451
Chagrin Falls	.4009	Our Lady of the Lakes		St. Helen	4440	<u>Twinsburg</u>	
St. Joan of Arc	1106	St. John of the Cross		North Olmsted	4045	Sts. Cosmas and Damian	4509
Chardon	.4400	St. Stephen Byzantine		St. Brendan		<u>University Hts</u> .	
St. Mary	4407	Sts. Robert and William	1480	St. ClarenceSt. Richard		Gesu	4452
<u>Chesterland</u>		<u>Fairlawn</u>		North Ridgeville	4047	<u>Valley City</u>	
St. Anselm	4408	Our Lady of the Cedars	4474	St. Julie Billiart	1618	St. Martin of Tours	4510
Cleveland		St. Hilary	4465	St. Peter		<u>Wadsworth</u>	
Blessed Trinity	4519	Fairport Harbor		North Royalton		Sacred Heart	4511
Cathedral of St. John the Evangelist		St. Anthony of Padua		St. Albert the Great	4650	<u>Wellington</u>	
Community of St. Malachi		St. Michael Byzantine	4422	Northfield		St. Patrick	4672
Holy Ghost Byzantine	.4538	<u>Fairview Park</u>		St. Barnabas	4501	<u>West Salem</u>	
Holy Name	.4539	St. Angela Merici		Norton		St. Stephen	4512
Holy Redeemer	.4540	St. Mary Magdalene Byzantine	4618	St. Andrew the Apostle	4502	<u>Westlake</u>	
Holy Rosary	.4541	<u>Garfield Hts</u> .	40-0	<u>Oberlin</u>		St. Bernadette	
Immaculate Conception	.4545	Holy Spirit		Sacred Heart	4651	St. Ladislas	4674
Immaculate Heart of Mary		St. Monica		Olmsted Falls		<u>Wickliffe</u>	
Mary Queen of Peace		St. Therese		St. Mary of the Falls	4652	Our Lady of Mount Carmel	4454
Our Lady of Angels		Sts. Peter and Paul	4424	<u>Orrville</u>		Willoughby	
Our Lady of Lourdes	.4569	Gates Mills		St. Agnes	4503	Immaculate Conception	4455
Our Lady of Mt. Carmel (West)	.4572	St. Francis of Assisi	4427	<u>Painesville</u>		Willoughby Hills	4
Our Lady of Peace		<u>Grafton</u>			4442	St. Noel	4456
Sagrada Familia		Our Lady Queen of Peace	4677	<u>Parkman</u>		<u>Willowick</u>	4
St. Agnes-Our Lady of Fatima		<u>Green</u>			4443	St. Mary Magdalene	4457
St. Aloysius-St. Agatha		Queen of Heaven	4493	<u>Parma</u>		<u>Wooster</u>	
St. Andrew Kim		<u>Highland Hts</u> .		Cathedral of St. John the		St. Mary of the Immaculate	
St. Augustine		St. Pascal Baylon	4428	Baptist Byzantine		Conception	4513
* List Parish Code in Se	ctions	A and B of the SAF.			S	ee reverse for School Codes.	

School Code List

<u>Akron</u>		Cleveland (continued)		Middleburg Hts.	
Archbishop Hoban High School	1087	St. Leo the Great	4270	Academy of St. Bartholomew	4311
Our Lady of the Elms High School	1427	St. Mark		Newbury	
St. Anthony of Padua	4240	St. Martin de Porres High School			4000
St. Francis de Sales	4242	St. Mary Byzantine		St. Helen	4229
St. Mary School	4244	St. Rocco		North Olmsted	
St. Matthew	1177	St. Stanislaus		St. Brendan	4312
St. Paul	1287	St. Thomas Aquinas		North Ridgeville	
St. Sebastian		Urban Community School		St. Peter	4314
St. Vincent		Villa Angela-St. Joseph High School		North Royalton	
St. Vincent-St. Mary High School		Villa Montessori	4282	•	4045
<u>Amherst</u>		Beaumont School	1205	St. Albert the Great	4315
St. Joseph	4288	Communion of Saints School		<u>Northfield</u>	
<u>Ashland</u>		Concord Township		St. Barnabas	1145
St. Edward	4246	St. Gabriel	4226	Olmsted Falls	
<u>Avon</u>		Cuyahoga Falls		St. Mary of the Falls	4316
Holy Trinity	1256	Immaculate Heart of Mary		Parma	
St. Mary of the Immaculate Conception	4289	St. Joseph			4204
Avon Lake		Walsh Jesuit High School	4251	Holy Family	4321
St. Joseph	4290	<u>Doylestown</u> Sts. Peter and Paul	1404	Padua Franciscan High School	1725
<u>Barberton</u>		Elvria	1494	St. Anthony of Padua	1617
St. Augustine	1528	Elyria Catholic High School	1146	St. Bridget	
<u>Bay Village</u>		St. Jude		•	
St. Raphael	4291	St. Mary		St. Charles Borromeo	
<u>Berea</u>		<u>Euclid</u>		St. Columbkille	1189
Academy of St. Adalbert		Our Lady of the Lake	4213	<u>Parma Hts</u> .	
St. Mary	4292	Sts. Robert & William School	1586	Holy Name High School	4324
Broadview Hts.		<u>Fairlawn</u>		Incarnate Word Academy	
Assumption Academy	4293	St. Hilary	4243	•	4320
<u>Brooklyn</u>	4004	Fairview Park	4200	Rocky River	
St. Thomas More	4294	St. Angela Merici	4299	Magnificat High School	1106
Brunswick St. Ambrose	420E	John Paul II Academy	4340	St. Christopher	4327
Chagrin Falls	4295	St. Benedict School		Shaker Hts.	
St. Joan of Arc	4202	Trinity High School		St. Dominic	∆ 231
Chardon	7202	Gates Mills		Solon	120 1
Notre Dame Elementary	4205	Gilmour Academy	4221		4000
Notre Dame-Cathedral Latin High School		St. Francis of Assisi	4220	St. Rita	4232
St. Mary		Highland Hts.	4004	South Euclid	
<u>Chesterland</u>	7200	St. Pascal Baylon	4331	Sacred Heart of Jesus Academy	4233
St. Anselm	4207	Seton Catholic School	4332	<u>Stow</u>	
Cleveland		Independence		Holy Family	4250
Archbishop James P. Lyke School	1174	St. Michael	4300	<u>Strongsville</u>	
Benedictine High School	4256	<u>Kirtland</u>		-	4000
Cleveland Central Catholic High School		Catholic Montessori	1826	Sts. Joseph and John Interparochial	4329
Holy Name Elementary		Lakewood	4000	<u>University Hts</u> .	
Mary Queen of Peace		Lakewood Catholic Academy		Gesu	4235
Metro Catholic Parish School		St. Edward High School	4303	<u>Wadsworth</u>	
Our Lady of Angels		St. Anthony of Padua	4306	Sacred Heart	4253
Our Lady of Mt. Carmel (West)		St. Peter		Westlake	
St. Adalbert		<u>Lyndhurst</u>			4000
St. Agatha-St. Aloysius		Julie Billiart	1683	St. Bernadette	4330
St. Francis		St. Clare	4223	<u>Wickliffe</u>	
St. Ignatius Elementary		<u>Medina</u>		All Saints of John Vianney	4236
-		St. Francis Xavier	4249	Mater Dei Academy	4344
St. Ignatius High School		Mentor	4007	Wooster	*
		Lake Catholic High School			40E4
St. Joseph Academy		St. Mary of the Assumption	4228	St. Mary of the Immaculate Conception	4254
* List School Code in Section C of	or the SAF.			See reverse for Parish Codes.	