



PRIVATE SCHOOL AID SERVICE

PARENT LAST NAME

Student Aid Form 2008-2009

DIOCESE OF METUCHEN EDUCATIONAL GRANT PROGRAM



For Catholic students attending eligible schools and registered in eligible parishes within the Diocese of Metuchen (Please see list inside).

Only one form is required per family.

For grade levels Kindergarten through Twelve (K-12).

This form must be postmarked no later than **March 31, 2008.**

Note: Forms received after the deadline will be returned and will not be considered for Grant Awards.

STUDENT LAST NAME

TO COMPLETE THIS APPLICATION YOU WILL NEED TO INCLUDE:

Please note the required tax year documentation.

1. Detailed copies of all pages and Schedules of your **2007** 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 A, C, E or F, you must provide copies. 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 **2007** W-2 Wage and Tax Statement Forms, all **2007** 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 8 1/2 x 11 paper**).
3. Documentation of TOTAL AMOUNTS received in **2007** 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 \$20.00 (**All returned checks will incur an additional fee of \$25.00**).
5. This application form filled out in its entirety, signed and dated by the Parent(s) or Guardian(s) listed in Sections A and B as well as the the Pastor of the parish where you are registered.

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

Student Aid Form • 2008 – 2009

• IMPORTANT: Print clearly and neatly with a ball point pen •

A PARENT, GUARDIAN or OTHER ADULT RESPONSIBLE FOR TUITION

Check one: Father Mother Stepfather Stepmother Other Adult

Last Name _____ First Name _____ MI _____

Social Security Number _____ Age _____ (Area Code) Home Phone _____

Address _____ Apt. # _____ PARISH CODE * _____

City _____ State _____ Zip _____

(Area Code) Work Phone _____ E-mail address _____

Employed by _____ How Long? _____ May PSAS contact you at work if there are questions? Yes No

If you are self-employed, check this box and refer to Section J of this form.

Are you currently receiving tuition assistance from any other source? Yes No If yes, please indicate amount: \$ _____

B PARENT, GUARDIAN or OTHER ADULT RESIDING WITH PARENT A

Check one: Father Mother Stepfather Stepmother Other Adult

Last Name _____ First Name _____ MI _____

Social Security Number _____ Age _____ (Area Code) Home Phone _____

Address _____ Apt. # _____ PARISH CODE * _____

City _____ State _____ Zip _____

(Area Code) Work Phone _____ E-mail address _____

Employed by _____ How Long? _____ May PSAS contact you at work if there are questions? Yes No

If you are self-employed, check this box and refer to Section J of this form.

C DEPENDENTS (DO NOT LEAVE BLANK)

Number of dependent children who will attend a tuition charging school: daycare, Pre-K, elementary school, secondary school, or college in the fall of 2008. _____

Please list all dependent children in order of oldest to youngest, including college students.

	Dependent Last Name	Dependent First Name	MI	Age	Name of school student plans to enter in the fall of 2008 (PLEASE DO NOT ABBREVIATE)	Grade in the fall of 2008	Applying for Aid? (check one)		Amount I/We feel I/We can pay toward tuition	Tuition charged yearly per student	School Code*
					City/State		YES	NO			
1											
2											
3											
4											
5											

Please check if additional dependents are listed on a separate sheet.

*Refer to School and Parish Code Lists

D HOUSEHOLD INFORMATION

1. Number of individuals who will reside in my/our household during the 2008-2009 school year:

Parents/Guardians _____ Children _____ Other _____

*If Other, please explain relationship to Parent _____

2. Current marital status/housing arrangement of Parent/Guardian A:

- a. Single, never Married* d. Divorced* g. Residing w/Significant Other
 b. Married e. Remarried* h. Other: _____
 c. Widowed f. Separated* _____

*If Divorced, Remarried, Separated or Single, please complete Section E.

E DIVORCED, SEPARATED OR SINGLE PARENTS (TO BE COMPLETED BY PARENT OR GUARDIAN LISTED IN SECTION A)

1. Date of separation (Month/Year) _____

2. Date of divorce (Month/Year) _____

3. Non-custodial parent _____
 Last Name _____ First Name _____ MI _____

4. Do you receive or pay child support? Receive \$ _____ per year
 Pay \$ _____ per year
 Neither

5. Who claimed student as a tax dependent in 2007? _____

6. Who is responsible for the tuition for the dependent(s) listed in Section C?

Father _____% Name _____

Mother _____% Name _____

Other _____% Name _____*

*If tuition is shared, each responsible party must complete a Student Aid Form (SAF).

INTRODUCTION

PRIVATE SCHOOL AID SERVICE (PSAS) is under contract with the Diocese of Metuchen, Foundation for Catholic Education 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 in grades kindergarten through 12 (Pre-K and nursery are not eligible).

Your Student Aid Form, all attachments, and an analysis of your SAF are sent **only** to the Diocese of Metuchen, Foundation for Catholic Education. **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 Foundation for Catholic Education. **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 J.

CALCULATIONS ARE BASED ON TOTAL HOUSEHOLD INCOME.

C STUDENT INFORMATION

List all dependent children residing in your household in order of oldest to youngest. 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 (2008-2009); the amount you feel you can pay toward tuition per year, and the amount of tuition charged per student per year.

PSAS will consider all students listed in Section C with a check in the "Yes" box for tuition assistance at any school or agency under contract with PSAS. If the "No" box is checked, that student will not be considered. For all additional dependents, use a separate sheet.

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.

D HOUSEHOLD INFORMATION

ITEM 1: Enter total number of individuals living in 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 parent listed in Section A.

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

E DIVORCED, SEPARATED OR SINGLE 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 2007, PSAS will require copies of any tax returns filed jointly or independently by both parent(s)/guardian(s) for 2007. Be sure to estimate the income in Section F for 2008.

ITEM 4: List the total amount of child support actually received by custodial parents listed in Sections A & B. *If total received differs from court ordered amount, list only the total received.*

ITEM 6: Indicate who is responsible for tuition and what percentage for the dependents listed in Section C.

F TAXABLE INCOME

List all actual amounts for 2007 and estimated amounts for 2008.

ITEM 1: Enter the total number of exemptions you claimed on your **2007** IRS Form 1040, 1040A, or 1040EZ.

ITEM 2: Enter the total **2007** taxable income earned in wages, salaries and tips for parent/guardian/other listed in SECTION A. Attach all copies of **2007** W-2 forms and/or **2007** 1099 forms from all employers.

ITEM 3: Enter the total **2007** taxable income earned in wages, salaries and tips for parent/guardian/other listed in SECTION B. Attach all copies of **2007** W-2 forms and/or **2007** 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 2007, you must also fill out Section J of this application. *(See 2007 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 K), 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 2007.** *(See 2007 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 2007 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 2007 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 2007 1040 line 63 or 1040A line 37.)*

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

G NON-TAXABLE INCOME

If you receive non-taxable income, **you must list and provide documentation of the TOTAL YEARLY AMOUNTS received in 2007** 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 **2007** for all children in the household.

ITEM 11: Cash Assistance (TANF): Report total amount received for **2007**.

ITEM 12: Food Stamps: Report total amount received for **2007**. Do not combine with TANF.

ITEM 13: Social Security benefits: Report the total non-taxable amount received in **2007** for all recipients in household.

ITEM 14: Student loans and/or grants: Report the total amount received in **2007** for **PARENT'S** education. Do not list loans, grants or scholarships received for dependents in Section C. Identify how much of this income was used for household expenses in **2007**.

ITEM 15: Housing Assistance: Report the total amount received for **2007**. Identify in Section K all sources of Housing Assistance (parsonage, government assistance, Section 8, HUD, family/friends or other sources), including monies received toward rental/mortgage payments and/or utilities.

ITEM 16: Other non-taxable income: Report all additional non-taxable income received in **2007** including: Deductible IRA or Keogh payments; untaxed portions of pensions; tax exempt interest income; foreign income exclusion; Workers' Compensation; veterans non-education benefits (Death Pension, Dependency and Indemnity Compensation, etc.); food and other living allowances paid to members of the military, clergy or others; 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); or any other untaxed benefit or income not subject to taxation by any government (Refugee Assistance, VA Educational Work-Study, etc.). Identify source(s) in Section K.

ITEM 17: Loans/Gifts received from friends or relatives: Report the total amount received in **2007**.

ITEM 18: Personal Savings/Investment Accounts: Report the total amount used in **2007** for household expenses.

ITEM 19: Total non-taxable income for 2007: Add together Items 10-18.

H HOUSING INFORMATION

ITEM 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 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.

I 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.

ITEM 26: Answer Items 26a and 26b for any and all investment real estate (not including the family's primary residence), if applicable. 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 **2007** tax return, complete Section J 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 **2007** tax return, complete Section J of this application.

J BUSINESS INCOME

Provide 2007 Business Income Estimates if you have not filed your 2007 Tax Return.

ITEM 1: List estimated total GROSS taxable business income for **2007**.

ITEM 2: List estimated total NET taxable business income/loss for **2007**.

ITEM 3: List the total amount paid by business in **2007** for home rent or mortgage.

ITEM 4: List the total amount paid by business in **2007** for personal automobile.

ITEM 5: List the total amount of personal expenses paid by business in **2007** that do not fall into one of the categories above.

ITEM 6: List total amount of estimated rental income received in **2007**.

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 K, if necessary.

K 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.

L PARENTS' CERTIFICATION, AUTHORIZATION, AND DOCUMENTATION CHECKLIST

You **must** sign the form in this section. Your signature authorizes PSAS to release the form and attachments to the Diocese of Metuchen, Foundation for Catholic Education. 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. **This form must also be signed by your Pastor.** Pastor must be from one of the eligible Catholic parishes in the Diocese of Metuchen on the attached list.

REQUIRED DOCUMENTATION

If you have filed your 2007 IRS Form 1040:

You must submit photocopies of all pages of your **2007** Federal Tax Return Form 1040, 1040A or 1040EZ (as filed with the IRS, with all Schedules, **2007** W-2 Forms, **2007** 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 2007 IRS Form 1040:

You must submit photocopies of all **2007** W-2 Forms, **2007** 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, 2008, you must provide a copy of the 2007 Extension for Filing Request, as approved by the IRS.***

If you are an Independent Contractor or self-employed and have not filed your 2007 IRS Form 1040:

You must complete Section J 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, **2007** W-2 Forms, **2007** 1099/1099R, or 1098 Forms) for any wage-earning adult residing with the applicant(s). ***If this application is submitted after April 15, 2008, you must provide a copy of the 2007 Extension for Filing Request, as approved by the IRS.***

If you receive non-taxable income:

You must submit photocopies of your **2007** YEAR-END (01/01/07 - 12/31/07) 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 **2007** for **ALL** members of the household. If you list any total for line 16, you must identify source(s) in Section K.

DIOCESE OF METUCHEN SCHOOL AND PARISH CODE LIST

ELEMENTARY SCHOOLS			PARISHES			PARISHES		
CITY	SCHOOL	CODE	CITY	PARISH	CODE	CITY	PARISH	CODE
Basking Ridge	St. James	9317	Alpha	St. Mary	9101	New Village	St. Christopher	9158
Bernardsville	St. Elizabeth	9318	Avenel	St. Andrew	9102	North Brunswick	Our Lady of Peace	9159
Bound Brook	Holy Family	9319	Baptistown	Our Lady of Victories	9103	North Plainfield	St. Joseph	9160
Bridgewater	St. Bernard	9361	Basking Ridge	St. James	9104		St. Luke	9161
Carteret	St. Joseph	9321	Belvidere	St. Patrick	9105	Old Bridge	St. Ambrose	9162
Clinton	Immaculate Conception	9322	Bernardsville	Our Lady of Perpetual Help	9106		St. Thomas the Apostle	9163
Colonia	St. John Vianney	9323	Blairstown	St. Jude	9108	Oxford	St. Rose of Lima	9164
East Brunswick	St. Bartholomew	9324	Bloomsbury	Annunciation	9109	Pariin	St. Bernadette	9165
Edison	St. Helena	9325	Bonhamtown	St. Margaret Mary	9110	Peapack	St. Brigid	9166
	St. Matthew the Apostle	9326	Bound Brook	St. Joseph	9111	Perth Amboy	Holy Spirit	9169
Fords	Our Lady of Peace	9327		St. Mary	9112		Holy Trinity	9170
Hackettstown	St. Mary Assumption	9328	Bridgewater	Holy Trinity	9113		La Asuncion	9173
Iselin	St. Cecelia	9329		St. Bernard	9183		Most Holy Rosary	9171
Kendall Park	St. Augustine of Canterbury	9330	Califon	St. John Neumann	9114		Our Lady of Fatima	9172
Lambertville	The Jesus School	9331	Carteret	Holy Family	9115		Our Lady of Hungary	9174
Manville	Christ the King	9332		Sacred Heart	9117		Our Lady Rosary of Fatima	9175
Metuchen	St. Francis	9333		St. Elizabeth	9118		St. Mary	9167
Middlesex	Our Lady of Mt. Virgin	9334	Clinton	St. Joseph	9116		St. Stephen	9168
Milltown	Our Lady of Lourdes	9335	Colonia	Immaculate Conception	9119	Phillipsburg	St. Philip and St. James	9176
New Brunswick	St. Mary of Mt. Virgin	9337	Dunellen	St. John Vianney	9120	Piscataway	Our Lady of Fatima	9178
	St. Peter	9336	East Brunswick	St. John the Evangelist	9121		St. Frances Cabrini	9179
Old Bridge	St. Ambrose	9339	East Millstone	St. Bartholomew	9122	Pittstown	St. Catherine of Siena	9211
	St. Thomas the Apostle	9340	Edison	St. Joseph	9123	Plainsboro	Queenship of Mary	9180
Perth Amboy	Perth Amboy Catholic School	9343		Guardian Angels	9125	Port Murray	St. Theodore	9208
Phillipsburg	St. Philip and St. James	9344		St. Helena	9124	Port Reading	St. Anthony of Padua	9181
Piscataway	Our Lady of Fatima	9345		St. Matthew the Apostle	9126	Raritan	St. Ann	9182
	St. Frances Cabrini	9346	Far Hills	St. Theresa of the Infant Jesus	9142		St. Joseph	9184
Raritan	St. Ann	9347	Flemington	St. Elizabeth	9127	Sayreville	Our Lady of Victories	9186
Sayreville	Our Lady of Victories	9348		St. Magdalen de Pazzi	9129		St. Stanislaus	9187
	St. Stanislaus Kostka	9349	Fords	Our Lady of Peace	9130	Skillman	St. Charles Borromeo	9188
Somerset	St. Matthias	9350	Great Meadows	SS. Peter and Paul	9132	Somerset	St. Matthias	9189
Somerville	Immaculate Conception	9351	Hackettstown	Assumption of Mary	9133	Somerville	Immaculate Conception	9190
South Amboy	Sacred Heart	9353	Hampton	St. Ann	9134	South Amboy	Sacred Heart	9192
South Plainfield	Sacred Heart	9354	Helmetta	Holy Trinity	9135		St. Mary	9191
Spotswood	Immaculate Conception	9357	High Bridge	St. Joseph	9137	South Bound Brook	Our Lady of Mercy	9193
Woodbridge	St. James	9359	Highland Park	St. Paul the Apostle	9136	South Plainfield	Our Lady of Czestochowa	9194
			Hillsborough	Mary Mother of God	9128		Sacred Heart	9195
			Iselin	St. Cecelia	9138	South River	Corpus Christi	9196
			Jamesburg	St. James the Less	9139		St. Mary of Ostrabrama	9198
			Kendall Park	St. Augustine of Canterbury	9131		St. Stephen Protomartyr	9197
			Lambertville	St. John the Evangelist	9140	Spotswood	Immaculate Conception	9199
			Laurence Harbor	St. Lawrence	9141	Stockton	St. Agnes	9207
			Manville	Christ the King	9143	Three Bridges	St. Elizabeth Ann Seton	9209
				Sacred Heart	9144	Warren	Our Lady of the Mount	9201
			Martinsville	Blessed Sacrament	9145	Washington	St. Joseph	9202
			Matawan	Most Holy Redeemer	9107	Watchung	St. Mary	9203
			Metuchen	Cathedral of St. Francis	9146	Whitehouse Station	Our Lady of Lourdes	9204
			Middlesex	Our Lady of Mt. Virgin	9147	Woodbridge	Our Lady of Mt. Carmel	9206
			Milford	St. Edward the Confessor	9148		St. James	9205
			Milltown	Our Lady of Lourdes	9149			
			Monmouth Junction	St. Cecelia	9150			
			Monroe Township	Nativity of Our Lord	9120			
			New Brunswick	Our Lady of Mt. Carmel	9152			
				Sacred Heart	9154			
				St. John the Baptist	9151			
				St. Joseph	9153			
				St. Ladislaus	9155			
				St. Mary of Mt. Virgin	9157			
				St. Peter	9156			

HIGH SCHOOLS

CITY	SCHOOL	CODE
Edison	Bishop Ahr	9311
Somerville	Immaculata	9313
South Amboy	Cardinal McCarrick	9314

List School Code in Section C

List Parish Code in Sections A, B and L

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 **2007** 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 **2007** IRS Form 1040, or you do not file, please see the Required Documentation section of the instructions.)
- **2007** W-2 and/or 1099 forms for individual(s) listed in Sections A and B (**Please make sure all documentation is copied on regular 8 ½ x 11 paper**).
- Non-taxable income verification.
- A check or money order for the non-refundable application fee of \$20.00. All returned checks will be subject to an additional \$25.00 fee.
 - ✓ **BE SURE YOUR PASTOR HAS SIGNED THE APPLICATION (SEE SECTION L).**
 - ✓ Print clearly and neatly with a black or dark ball point pen.
 - ✓ **MAKE A PHOTOCOPY OF YOUR COMPLETED STUDENT AID FORM AND ALL ATTACHMENTS 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).
 - ✓ If you would like to receive notification that PRIVATE SCHOOL AID SERVICE has received your application, enclose a self-addressed stamped postcard or envelope with your application.
 - ✓ Do not send any original documents. Originals will not be returned.

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

OTHER COMMON ERRORS

SECTIONS A & B

List the parent, guardian or other adult responsible for tuition and any other adult residing in the household. Complete each section in its entirety, including age, social security number, and name of employer. If you are self-employed, check the box and refer to Section J.

SECTION C

List all dependent children, including college students, in order of oldest to youngest. *If any dependents will attend a tuition charging school next fall, fill in all columns for those children.*

SECTION D

This section should include the total number of parents, children and other individuals residing in the household. Any household member listed as "Other" should be identified, using Section K if necessary for explanation.

SECTION E

This section should be completed by the custodial parent with information about the non-custodial parent.

SECTION F

Answer Items 1–9 for BOTH 2007 and 2008. *YOU MUST include documentation of all income received by both parents/guardians residing with the applicant(s).* If you are divorced or separated and receive child support, list the yearly amount in Section G Item 10.

SECTION G

List the **YEARLY** amounts received for Items 10-19. *Remember, do not list monthly amounts.*

SECTION H

If you rent your home, list your monthly rental payment, including any payments made by sources other than the household. If you own your home, answer items 22a, b, and c.

SECTION I

Enter the totals for Items 23, 24, and 25 based on your investment, savings, and/or checking statements. If you own rental or investment property, answer items 26a and 26b. *You must include Schedule E from your IRS Form 1040.*

If you answered "Yes" to Item 27 or 28 and are estimating 2007 income, complete Section J of the application. *You must include Schedule C, E and/or Schedule F from your IRS Form 1040.*

SECTION J (If estimating 2007 income)

Answer each question that pertains to your estimated income.

SECTION K

If you feel that any specific question requires clarification and/or an explanation, write a brief summary in the space provided.

SECTION L

Confirm that you have attached ALL REQUIRED DOCUMENTATION and that you have signed the application.