



St. Symphorosa School Parent Instructions for 2015-2016

Access Application

www.smarttuitionaid.com

School ID Code

Please use the following school ID code – **11759**

Application Deadline

Please submit your application and documentation by **09/25/2015**

Eligible Grades

Pre-K3 Half - 8th Grade

Application Processing Fees

- Application Fee (required): **\$14**
- 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 not display recommendations for financial aid.****

Required Supporting Documentation

All applicants 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: support@smarttuitionaid.com

Notification of Financial Aid

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



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How to apply online

To access the online application, please go to www.smarttuitionaid.com. For first time applicants, you will need to register by selecting 'New Parent Registration.' From there you will be prompted to enter a valid e-mail address along with a password of your choice. It is important your e-mail address is correct, as email is the first line of communication. Once you are confirmed with a username and password, you will be logged into the Smart Tuition Aid online site, where you will begin the application process. For returning applicants, simply log in with your previous year's login information. For assistance in filling out the application, general questions or retrieving login information please contact Smart Tuition Aid either by phone at 1-800-360-8027 or by e-mail at support@smarttuitionaid.com.

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

A: Yes. You will need to enter 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-determined circumstances. If your circumstance is not listed, please feel free to write 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.