



Tuition Assistance Packet

DEADLINE: 5/02/16 (for school year 2016/2017)

1. Form #1 (PSAS Application) – complete manually or electronically

Complete Form #1 manually, attach a check or money order for \$31 (made payable to PSAS), and all financial documents required. Missing documentation will make the application ineligible. Mail to PSAS. *See pages 2-9.*

OR

Complete Form #1 electronically via the online application. See online application instructions on the school website. *See pages 10-14.*

PSAS is an independent company that evaluates the financial need of each applicant and ranks all applicants based on financial need. This information is sent to the school Tuition Assistance Committee to help with the awarding of tuition assistance. PSAS does not provide tuition assistance, they provide a report to the school showing the most needy applicants.

2. Form #2 (Tuition Assistance Request Form)

Complete Form #2. Deliver to Catholic of Pointe Coupee Business Office. This form will be reviewed by the Tuition Assistance Committee to determine eligibility for assistance. *See pages 15-16.*

During June, tuition assistance is distributed by the committee based on need and can range from \$500 - \$1,500.

Criteria for Financial Assistance

1. There must be space available in the class
2. Applicant must be registered for the upcoming school year
3. Applicant cannot be a first-time student
4. Assistance is based primarily on financial need, but school and church involvement is also taken into consideration.



Student Aid Form

2016
2017

PARENT NAME

Catholic School of Pointe Coupee
New Roads, LA
School Code: 4781 (SCHL)
PSAS: 0511 P-R-N-B (PK-12)

OFFICE USE ONLY



This form must be submitted no later than **MAY 2, 2016**.

TO COMPLETE THIS APPLICATION YOU WILL NEED TO INCLUDE:

Please note: This application requires documentation for income received in 2015.

1. Detailed copies of all pages and Schedules of your **2015** 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 **2015** W-2 Wage and Tax Statement Forms, all **2015** 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 CANNOT be returned**).
3. Documentation of TOTAL AMOUNTS received in **2015** 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 \$31.00. 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 its third party payment processor or collections agency. 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.

STUDENT NAME

F Taxable Income (Answers in US\$ ONLY)

The **2015** federal tax return for student's household was:

- Filed
 Not filed yet (See **Required Documentation** section)
 I/We do not file. I/We only receive non-taxable income - Go to Section G

	Actual 2015	Estimate 2016
1. Total number of exemptions claimed on Federal Income Tax form.	<input type="text"/>	<input type="text"/>
2. Parent/Guardian A total taxable income from W-2 wages (Box 1). <i>Total income for Parent A only</i>	\$ <input type="text"/>	\$ <input type="text"/>
3. Parent/Guardian B total taxable income from W-2 wages (Box 1). <i>Total income for Parent B only</i>	\$ <input type="text"/>	\$ <input type="text"/>
4. Net business income* from self-employment, farm, rentals, and other businesses. (*Go to Section K) (Attach Schedules C, E, and/or F from your IRS 1040) See 2015 1040 lines 12, 17, and 18	\$ <input type="text"/>	\$ <input type="text"/>
5. Other non-work taxable income from interest, dividends, alimony, unemployment, and non-business income. See 2015 1040 lines 8a, 9a-11, 13, 14, 15b, 16b, 19-21; See 2015 1040A lines 8a-14b	\$ <input type="text"/>	\$ <input type="text"/>
6. Allowable "Adjustments to Income" as reported on your IRS 1040, 1040A, or 1040EZ. See 2015 1040 line 36 or 1040A line 20	\$ <input type="text"/>	\$ <input type="text"/>
7. Total "Adjusted Gross Income" as reported on your IRS 1040, 1040A, or 1040EZ. See 2015 1040 line 37 or 1040A line 21	\$ <input type="text"/>	\$ <input type="text"/>
8. Total Tax Paid as reported on your IRS 1040, 1040A, or 1040EZ. See 2015 1040 line 63 or 1040A line 39	\$ <input type="text"/>	\$ <input type="text"/>
9a. Medical/Dental expenses as reported on Schedule A, line 1 of your IRS 1040 form.	\$ <input type="text"/>	\$ <input type="text"/>
9b. Charitable Contributions as reported on Schedule A, line 19 of your IRS 1040 form.	\$ <input type="text"/>	\$ <input type="text"/>

H Housing Information (DO NOT LEAVE BLANK)

20. Do you rent or own your residence? Rent Own (go to line 22)

21. If renting, what is the monthly rental payment? \$

a. Amount paid by household \$ per month

b. Amount paid by other source(s) \$ per month

c. Are you current on your monthly payment? Yes No

 If No, what was the total amount paid in **2015**? \$

22. If you own a residence:

a. What is the current market value? \$

b. What is the amount still owed, including home equity loans? \$

c. What is the monthly mortgage payment? \$ per month

d. Are you current on your monthly payment? Yes No

 If No, what was the total amount paid in **2015**? \$

J Unusual Circumstances (Check all that apply to your situation within the past 12 months)

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> a. Loss of job | <input type="checkbox"/> e. Bankruptcy | <input type="checkbox"/> i. Death in the family | <input type="checkbox"/> m. Medical/Dental expenses |
| <input type="checkbox"/> b. Recent separation/divorce | <input type="checkbox"/> f. College expenses | <input type="checkbox"/> j. Shared custody | <input type="checkbox"/> n. Shared tuition |
| <input type="checkbox"/> c. Change in family living status | <input type="checkbox"/> g. Income reduction | <input type="checkbox"/> k. High debt | <input type="checkbox"/> o. Other (explain in Section L) |
| <input type="checkbox"/> d. Change in work status | <input type="checkbox"/> h. Illness or injury | <input type="checkbox"/> l. Child support reduction | |

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

List the **total amount** received from **1/1/15-12/31/15** for all recipients in the household. **DO NOT** list monthly amounts.

10. Child Support \$ per year

11. Cash Assistance (TANF) \$ per year*

12. Food Stamps (SNAP) \$ per year*

a. Medicaid received in 2015? Yes No

13. Social Security income (SSA/SSD, etc.) (Provide documentation for all recipients in household.) \$ per year*

a. Social Security income (SSI Only) Total received in 2015 \$ *

(Provide documentation for all recipients in household.)

14. Student loans and/or grants received for PARENT's education (Not college attending dependents or students listed in Section C.)

a. Total received in 2015 \$ *

b. Total used for living expenses \$ per year*

15. Housing Assistance (Sec. 8, HUD, etc.) \$ per year*

a. Religious Housing Assistance (parsonage, manse, etc.) Total received in 2015 \$ *

16. Other non-taxable income (Working for cash, Adoption and/or Foster Subsidy, Worker's Comp., Disability, Pension/Retirement, etc. Identify source(s) in Section L) \$ per year*

a. Any and all Military/VA Benefits and/or Compensation Total received in 2015 (Identify source(s) in Section L) \$ per year*

17. Loans/Gifts from friends or relatives \$ per year

18. Personal Savings/Investment Accounts used for household expenses (Do not include totals listed in Section I) \$ per year

19. Total non-taxable income for **2015** \$ per year

*You must provide 2015 YEAR-END documentation for items 11-16a; either a YEAR-END Statement from the appropriate Public Agency, or documentation showing totals from 1/1/15-12/31/15.

I Assets & Investments (Current Values)

23. Total amount in cash, checking, and savings accounts \$

24. Total value of money market funds, mutual funds, stocks, bonds, CDs, or other securities \$

25. Total value of IRA, Keogh, 401K, SEP, or other retirement accounts \$

a. What was your total contribution to your retirement account(s) in **2015** (IRA, Keogh, 401K, SEP, etc.)? \$

26. If you own real estate other than your primary residence:

a. What is the fair market value? \$

b. What is the amount still owed? \$

27. Do you own a business? Yes No
 If Yes, please go to **Section K**.

a. What is the fair market value of your business? \$

b. What is the amount still owed? \$

28. Do you own a farm? Yes No
 If Yes, please go to **Section K**.

a. What is the fair market value of your farm? \$

b. What is the amount still owed? \$

Parent/Guardian A: _____
Print Name

SS#: _____

K Business Owners or Self-Employed Individuals (2015 Estimates)

If you have not filed your 2015 Tax Return, and are Self-Employed, own a business, rental property, and/or a farm please provide an estimate of your income - **DO NOT LEAVE BLANK**

	Schedule C	Schedule E	Schedule F
1. What is your total estimated GROSS business income?	\$ _____	\$ _____	\$ _____
2. What is your total NET business taxable income/loss? (DO NOT LEAVE BLANK)	\$ _____	\$ _____	\$ _____
3. If your business pays your home rent or mortgage, what is the annual total?		\$ _____	
4. If your business pays for your personal automobile, what is the annual total?		\$ _____	
5. If your business pays any portion of other personal expenses, list total amount and explain in Section L.		\$ _____	
6. If you own rental property: What was the total amount of Rental Income received?		\$ _____	

L Explanations (Use this space to explain any answers which may need clarification.)

M Certification, Authorization, and Documentation Requirements

WHAT IS REQUIRED TO PROCESS THIS APPLICATION

(IF ANY OF THE FOLLOWING IS MISSING, YOUR APPLICATION WILL NOT BE CONSIDERED COMPLETE.)

- This application form filled out in its entirety, **SIGNED AND DATED BELOW** by the Parent(s)/Guardian(s) listed in Sections A and B.
- A check or money order made payable to **PRIVATE SCHOOL AID SERVICE** in the amount of **\$31.00**. *This is a non-refundable application fee.*

3. If you have filed a 2015 IRS Form 1040:

A complete photocopy of your **2015** Form 1040, 1040A, or 1040EZ (as filed with the IRS, including all Schedules). **2015** W-2 Forms, **2015** 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s).

If you have not yet filed a 2015 IRS Form 1040:

A complete photocopy of your most recent Form 1040, 1040A, or 1040EZ (as filed with the IRS, with all Schedules). **2015** W-2 Forms, **2015** 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s). **If this application is submitted after April 15, 2016, you must provide a copy of the 2015 Extension for Filing Request, as approved by the IRS and a copy of your last filed tax return.**

If you do not file an IRS Form 1040 AND receive only non-taxable income:

Photocopies of your **2015** YEAR-END Social Services statement (TANF, etc.). Food Stamp documentation, Housing Assistance documentation, Student Loans and/or grant documentation for parent's education, Social Security income statements showing **TOTAL AMOUNTS** received in **2015** for ALL members of the household.

An electronic recap of this written application is available for an additional \$5 fee. You must have an email address listed in Section A in order to receive the electronic recap. Please check this box and include an additional \$5 with your processing fee if you would like to receive an electronic recap of what you have entered on this application (recap does **NOT** include final results).

Checkout →

<input type="checkbox"/> Non-Refundable Application Processing Fee	\$31.00
<input type="checkbox"/> Electronic Recap Fee (optional)	\$5.00
*Please make checks payable to PSAS	
Total	<input type="text"/>

SIGN HERE

I/We declare that the information on this form is true, correct, and complete to the best of my/our knowledge. I/We authorize PRIVATE SCHOOL AID SERVICE to return this form and all attachments only to the schools and programs named in Section C under contract with PSAS. I/We understand that Parent A and Parent B can change the schools and programs named in Section C based on changes in the desired or enrolled school for the children listed in Section C, and I/We authorize PRIVATE SCHOOL AID SERVICE to return this form and all attachments to those schools and programs provided by Parent A or Parent B on my behalf.

Parent/Guardian A _____ Date _____ Parent/Guardian B _____ Date _____

This Student Aid Form (SAF), all attachments and an analysis of your SAF are sent only to the school(s) or agencies contracting with PSAS subject to your authorization above. **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:
PRIVATE SCHOOL AID SERVICE, P.O. BOX 89434, CLEVELAND, OH 44101-6434
Questions? Call: (440) 892-4272 ■ Copyright © 2015 Private School Aid Service

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

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 (**2016-2017**); 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.

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 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.

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 2015, PSAS will require copies of any tax returns filed jointly or independently by both parent(s)/guardian(s) for 2015. Be sure to estimate the income in Section F for 2016.

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 **2015**.

F Taxable Income (Answers in US\$ ONLY)

List all actual amounts for **2015** and estimated amounts for **2016**.

ITEM 1: Enter the total number of exemptions you claimed on your **2015** IRS Form 1040, 1040A, or 1040EZ.

ITEM 2: Enter the total **2015** taxable income earned in wages, salaries and tips for parent/guardian/other listed in SECTION A. Attach all copies of **2015** W-2 forms and/or **2015** 1099 forms from all employers.

ITEM 3: Enter the total **2015** taxable income earned in wages, salaries and tips for parent/guardian/other listed in SECTION B. Attach all copies of **2015** W-2 forms and/or **2015** 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 **2015**, you must also fill out Section K of this application. (See **2015 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 2015.** (See **2015 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 **2015 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 **2015 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 **2015 1040 line 63, or 1040A line 39.**)

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 2015** 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 **2015** for all children in the household.

ITEM 11: Cash Assistance (TANF): Report total amount received for **2015**.

ITEM 12: Food Stamps (SNAP): Report total amount received for **2015**. Do not combine with TANF or Medicaid.

ITEM 12a: Did you receive Medicaid in **2015**?

ITEM 13: Social Security benefits: Report the total non-taxable (SSA/SSD, etc.) amount received in **2015** for all recipients in household.

ITEM 13a: Social Security benefits: Report the total non-taxable (SSI ONLY) amount received in **2015** for all recipients in household.

ITEM 14: Student loans and/or grants: Report the total amount received in **2015** 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 **2015**.

ITEM 15: Housing assistance: Report the total amount received for **2015**. 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 **2015**.

ITEM 16: Other non-taxable income: Report all additional non-taxable income received in **2015** 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 **2015** 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 **2015**.

ITEM 18: Personal Savings/Investment Accounts: Report the total amount used in **2015** for household expenses.

ITEM 19: Total non-taxable income for 2015: Add together Items 10-18.

H 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 **2015**.

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 **2015**.

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. List total amount contributed in **2015** 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 **2015** 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 **2015** 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 2015 Business Income Estimates if you have not filed your 2015 Tax Return.

ITEM 1: List estimated total GROSS business income for **2015**.

ITEM 2: List estimated total NET taxable business income/loss for **2015**.

ITEM 3: List the total amount paid by business in **2015** for home rent or mortgage.

ITEM 4: List the total amount paid by business in **2015** for personal automobile.

ITEM 5: List the total amount of personal expenses paid by business in **2015** that do not fall into one of the categories above.

ITEM 6: List total amount of estimated rental income received in **2015**.

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 2015 IRS Form 1040:

You must submit photocopies of all pages of your **2015** Federal Tax Return Form 1040, 1040A or 1040EZ (as filed with the IRS, with all Schedules, **2015** W-2 Forms, **2015** 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 2015 IRS Form 1040:

You must submit photocopies of all **2015** W-2 Forms, **2015** 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, 2016, you must provide a copy of the 2015 Extension for Filing Request, as approved by the IRS.***

If you are an Independent Contractor or self-employed and have not filed your 2015 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), **2015** W-2 Forms, **2015** 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s). ***If this application is submitted after April 15, 2016, you must provide a copy of the 2015 Extension for Filing Request, as approved by the IRS.***

If you receive non-taxable income:

You must submit photocopies of your **2015** YEAR-END (01/01/15 - 12/31/15) 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 **2015** 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:

Copies of your 2015 Form 1040, 1040A, or 1040EZ (all pages)

Form 1040 Department of the Treasury—Internal Revenue Service (99) **2015** U.S. Individual Income Tax Return OMB No. 1545-0074 IRS Use Only—Do not write or staple in this space. See separate instructions.

Your first name and initial Last name Your social security number

If a joint return, spouse's first name and initial Last name Spouse's social security number

Home address (number and street). If you have a P.O. box, see instructions. Apt. no. Make sure the SSNs above and on line 6c are correct.

City, town or post office, state, and ZIP code. If you have a foreign address, also complete spaces below (see instructions).

Foreign country name Foreign province/state/country Foreign postal code Presidential Election Campaign

Filing Status
 1 Single
 2 Married filing jointly (even if only one had income)
 3 Married filing separately. Enter spouse's SSN above and full name here. Head of household (with qualifying person). (See instructions.) If the qualifying person is a child but not your dependent, enter this child's name here. Yes No Spouse
 4 Qualifying widow(er) with dependent child
 5 Qualifying widow(er) with dependent child

Exemptions
 a Yourself. If someone can claim you as a dependent, do not check box 6a.
 b Spouse
 c Dependents:
 (1) First name Last name (2) Dependent's social security number (3) Dependent's relationship to you (4) If child under age 17 qualifying for child tax credit (see instructions) (5) No. of children on file who lived with you + did not live with you due to divorce or separation (see instructions) Dependents on file not entered above Add numbers on lines above

Income
 7 Wages, salaries, tips, etc. Attach Form(s) W-2 7
 8a Taxable interest. Attach Schedule B if required 8a
 b Tax-exempt interest. Do not include on line 8a 8b
 9a Ordinary dividends. Attach Schedule B if required 9a
 b Qualified dividends 9b
 10 Taxable refunds, credits, or offsets of state and local income taxes 10
 11 Alimony received 11
 12 Business income or (loss). Attach Schedule C or C-EZ 12
 13 Capital gain or (loss). Attach Schedule D if required. If not required, check here 13
 14 Other gains or (losses). Attach Form 4797 14
 15a IRA distributions 15a b Taxable amount 15b
 16a Pensions and annuities 16a b Taxable amount 16b
 17 Rental real estate, royalties, partnerships, S corporations, trusts, etc. Attach Schedule E 17
 18 Farm income or (loss). Attach Schedule F 18
 19 Unemployment compensation 19
 20a Social security benefits 20a b Taxable amount 20b
 21 Other income. List type and amount 21
 22 Combine the amounts in the far right column for lines 7 through 21. This is your total income 22

Adjusted Gross Income
 23 Educator expenses 23
 24 Certain business expenses of reservists, performing artists, and fee-based government officials. Attach Form 2106 or 2106-EZ 24
 25 Health savings account deduction. Attach Form 8889 25
 26 Moving expenses. Attach Form 3903 26
 27 Deductible part of self-employment tax. Attach Schedule SE 27
 28 Self-employed SEP, SIMPLE, and qualified plans 28
 29 Self-employed health insurance deduction 29
 30 Penalty on early withdrawal of savings 30
 31a Alimony paid b Recipient's SSN 31a
 32 IRA deduction 32
 33 Student loan interest deduction 33
 34 Tuition and fees. Attach Form 8917 34
 35 Domestic production activities deduction. Attach Form 8903 35
 36 Add lines 23 through 35 36
 37 Subtract line 36 from line 22. This is your adjusted gross income 37

For Disclosure, Privacy Act, and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 113200B Form 1040 (2015)

Documentation Checklist

- Copies of all pages of your **2015** 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 8½ 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 2015 W-2 Forms FROM ALL EMPLOYERS

Employee's social security number OMB No. 1545-0008

b Employer identification number (EIN)

c Employer's name, address, and ZIP code

d Control number

e Employee's first name and initial Last name Suffix

f Employee's address and ZIP code

1 Wages, tips, other compensation 2 Federal income tax withheld

3 Social security wages 4 Social security tax withheld

5 Medicare wages and tips 6 Medicare tax withheld

7 Social security tips 8 Allocated tips

9 10 Dependent care benefits

11 Nonqualified plans 12a 12b 12c 12d

13 14 Other

15 State Employer's state ID number 16 State wages, tips, etc. 17 State income tax 18 Local wages, tips, etc. 19 Local income tax 20 Locality name

W-2 Wage and Tax Statement 2015 Department of the Treasury—Internal Revenue Service
 Copy 2—To Be Filed With Employee's State, City, or Local Income Tax Return

Copies of your 2015 1099 Forms (where applicable)

VOID CORRECTED

PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no. OMB No. 1545-0115

1 Rents 2015 Miscellaneous Income

2 Royalties Form 1099-MISC

3 Other income 4 Federal income tax withheld

PAYER'S federal identification number RECIPIENT'S identification number 5 Fishing boat proceeds 6 Medical and health care payments

7 Nonemployee compensation 8 Substitute payments in lieu of dividends or interest

9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient for resale) 10 Crop insurance proceeds

11 Foreign tax paid 12 Foreign country or U.S. possession

13 Excess golden parachute payments 14 Gross proceeds paid to an attorney

15a Section 409A deferrals 15b Section 409A income 16 State tax withheld 17 State/Payer's state no. 18 State income

Form 1099-MISC www.irs.gov/form1099misc Department of the Treasury - Internal Revenue Service

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 **2015** 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 **2015** IRS Form 1040, or you do not file, please see the Required Documentation Section of the instructions.)
- **2015** W-2 and/or 1099 Forms for individual(s) listed in Sections A and B (**Please make sure all documentation is copied on regular 8½ x 11 paper**).
- Non-taxable income verification.
- A check or money order for the non-refundable application fee of \$31.00.
 - ↳ 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 **2015** tax information and the couple separated in August **2015**, 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 **2015** 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.



Dear Parent/Guardian:

The online application will be accessible through your student's(s) school website. Once you select the link on the school's website you will be taken to a landing page with specific instructions. Registration is required in order to begin the application process, if you did not apply (with an email address) with us last year. A link to the registration page is located on the bottom of the school-specific landing page. Once you have completed the registration process or log on to your previously created account, you will begin the application entry process.

Below is a guide to the online application process and samples of what you will see:

STEP 1: Gathering Documents

- You and your spouse's (if applicable) social security numbers.
- A complete copy of your **2015** federal 1040, 1040A, or 1040EZ form, including all schedules and worksheets and copies of all **2015** W2 and/or 1099 forms for all adults living in the household.
 - If you have not filed a **2015** IRS form 1040, please submit your **2014** Form 1040, 1040A or 1040EZ (as filed with the IRS, Including all Schedules) **2015** W-2 forms, **2015** 1099, 1099R or 1098 forms for any wage earning adult residing with the applicants. If you are self-employed or own a business, rental property, and /or farm you will need to provide an estimate of this income for **2015**. If this application is submitted after April 15, 2016, you must provide a copy of the **2015** extension for Filing Request, as approved by the IRS and a copy of your last filed tax return.
- Your Social Services Year End Statement (AFDC, ADC, TANF) and/or Food Stamp Year End Statement and/or your Social Security Year End Benefits Statement(s) for ALL adults living in the household receiving benefits in **2015**.
- Information about child support payments or child support received.
- Information about the value and amount still owed on your home.
- Information about the value and amount still owed on any real estate investments.
- Information about the value of any savings or investment accounts.

STEP 2: Log In to Your Account

- Log in to your account (**1**) by entering the email address and password you used to complete an online application last year, **OR** by entering the email address supplied on the paper application and the password that the user chose.
 - If you are unsure whether you have an account, click on "Forgot Password" (*) and enter your email address. If you have an account, your password will be reset and an email will be sent to you with instructions to access your account.
- If you are a new user, click the "New User Registration" button (**2**) to create an account. Provide all information as prompted (**3**).

STEP 3: Start Your Application

- Select "2016-2017 School Year" from the dropdown list (1) under "Select Session".

STEP 4: Household Information

- Complete all fields regarding the people living in your household. If there is a second Parent/Guardian/Adult responsible for tuition living in the household, select "Yes" (1). You will be prompted to provide information about this individual on the next screen (5).
- List the total number of dependent children in your household, whether or not you are applying for aid for them, including college dependents (2).
- List the total number of other household members (grandparents, adult relatives living in the home) (3).
- List the number of dependent children who will be attending a tuition charging school or camp (4).

Is there a Second Parent/Guardian/Adult?	Number of dependent children	Number of other household members	Number of dependent children attending a tuition charging school / camp	Total number of household members
Yes	2	0	2	4

STEP 5: Enter Dependents and Select Schools

- Enter student information and click on "Add School/Camp". If your school is not listed as a nearby school, click on "Search for a different school" (1). In the pop up box that appears (2), use Option 1 (3) or Option 2 (4) to type in partial school information as shown to search for your school. Select the school by clicking on it (5).

Questions? Contact us at helpdesk@psas.org or 440-892-4272

Household Information >> Parents/Guardians/Adults >> Other Household Members >> Dependents & School / Camps >> Review Applications

	Is there a Second Parent/Guardian/Adult?	Number of dependent children	Number of other household members	Number of dependent children attending a tuition charging school / camp	Total number of household members
Edit	Yes	2	0	2	4

Dependents

Please list all dependent children, including non-school age and college students. For each dependent child please enter all relevant school / camp information

First Name*	Middle Initial	Last Name*	Date of Birth*	Relation to Account Holder*	
Tom	J	Jones	09/09/2010	Child	Add Another School / Camp

School / Camp*

0001 - Camp 1; Anytown MD

NEARBY SCHOOL / CAMPS

0002 Camp 2 Anytown MD

2040 Sample School 1 - 909 Canterbury Road Suite P Anytown MD

2041 Sample School 2 - 1234 Main Street Anytown MD

during the 2016-2017 school year*

ct Grade]

ed yearly per student

Delete

SEARCH FOR A DIFFERENT SCHOOL / CAMP 1

First Name	Middle Initial	Last Name	Date of Birth*	Relation to Account Holder*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Child

Previous
Next

- If the school you are searching for still does not appear, check the box under Option 3 (6) and manually enter the school's information.

2

Select a School / Camp

Search for a PSAS contracted school / camp using any of the options below

Use one of the search options below to find your school / camp or record the information for your non-PSAS school in option 3

Option 1 3

Search by the code number.

School / Camp Code

Find by school / camp code

Option 2 4

Find your school / camp by name, city or state

Partial School / Camp Name OR Partial School / Camp City

Anytown AND School / Camp State

Search by school / camp name or city and state

If you see your school / camp in the list below, please click on the school / camp name to select it.

0001 Camp 1
Anytown MD

0002 Camp 2
Anytown MD

2040 Sample School 1
909 Canterbury Road Suite P Anytown MD

2041 Sample School 2
1234 Main Street Anytown MD

Option 3

The school I am looking for does not work with PSAS 6

STEP 7: Upload Your Documents

- Upload all requested documentation (1). You can submit documentation during this portion or after submission of your application.

This Student Aid Form (SAF), all attachments and an analysis of your SAF are sent only to the school(s) or agencies contracting with PSAS.

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

If you have difficulty using the upload manager, email your documents to online@psas.org or fax to 440-892-8137. For questions or requests to delete a document uploaded in error, call 440-892-4272 and ask for extension 333.

Copyright ©2015 Private School Aid Service

• No files have been uploaded to **this application**. Click the button below to upload a file.

Add a File to Upload 1

Previous Next

STEP 8: Verify the Information and Submit

- Verify your information and submit your application (1). You may go back through the application pages to review (2), or view a formatted PDF recap of the application (3).

1 **Submit**
Final Review

You are submitting this application for the following school / camps and dependents. After signing and submitting this application you will no longer be able to make changes.

View Application 3 Jones - Sample School 1, Anytown, MD

View Application Tina Jones - Sample School 1, Anytown, MD

Sign Here

The application fee is non-refundable.

I/We declare that the information on this form is true, correct, and complete to the best of my/our knowledge. I/We authorize PRIVATE SCHOOL AID SERVICE to return this form and all attachments only to the schools and programs named in the Dependents Section under contract with PSAS. I/We understand that Parent A and Parent B can change the schools and programs named in the Dependents Section based on changes in the desired or enrolled school for the children listed in the Dependents Section, and I/We authorize PRIVATE SCHOOL AID SERVICE to return this form and all attachments to those schools and programs provided by Parent A or Parent B on my behalf.

Parent/Guardian A Parent/Guardian B
Date 1/19/2016 Date 1/19/2016

Previous 2 Submit

FINAL STEP: Submit Application Fee

- Once you submit your application, you will be directed to the application fee payment page. Your application will not be considered complete until your application fee payment is processed.

Submitting Your Documents

- You can submit your documents in 1 of 3 ways:
 1. Upload to PSAS - You will have the opportunity to upload your documents at the end of your application and anytime after by logging back into your account.
 2. Fax to PSAS - You can fax your documents to PSAS at (440) 892-8137 or (440) 892-7727.
 3. Mail to PSAS - You can mail your documents to PSAS at:
Private School Aid Service
Online Application Department
909 Canterbury Road, Suite P
Westlake, OH 44145



Catholic of Pointe Coupee School

Tuition Assistance Request Form

DIRECTIONS: Please give thought and reflection to your responses and attach additional pages if needed. Deliver completed form to the school. This form **WILL NOT** be mailed with the financial application.

Student's Name _____

Student's Father _____ Student's Mother _____

Father's Religion _____ Mother's Religion _____

Attended Catholic School? _____ Attended Catholic School? _____

Where & when graduated? _____ Where & when graduated? _____

Occupation _____ Occupation _____

Place of Business _____ Place of Business _____

Wk. phone _____ Wk. phone _____

Home phone _____ Home phone _____

Address _____ Address _____

Church Parish Registered in? _____ Church Parish Registered in? _____

Student Information:

Baptized Catholic? _____

Where baptized? _____

Grade in 2015/2016? _____

Questionnaire:

1. Participation at Sunday Mass: Do you and your children attend Mass (a) Faithfully (b) Usually (c) Occasionally (d) Seldom (e) Never. Circle one and explain.

2. Are you an identified offertory contributor in your parish? Do you use the church envelopes?

3. As Catholic parents, please describe your support and participation in the ministries/life of your church (lector, Eucharistic Minister, religious education, church maintenance, music, etc.)

Over →

4. Parents are the primary religious educators of their children. Describe the faith life of your family at home that supports your child's faith development.

5. Please tell why you wish to enroll your child at Catholic of Pointe Coupee School.

6. Please describe your child's academic performance & participation in extra-curricular activities.

7. Have you received tuition assistance in the past? _____ From whom? _____

Please explain your reason for applying for tuition assistance:

Signature

Date

***** Return this form to the Business Office at School ***
DEADLINE: 5/02/2016 at noon**