



Student Aid Form 2012 - 2013

Diocese of Cleveland Catholic Schools

Academy of St. Adalbert- Berea
Berea, OH
School Code: 1416 (CLEV)
PSAS: 0330-0622 P-R-N-B (PK-8)

To be completed by:

Parents of children in Catholic Elementary Schools and Catholic High Schools: Kindergarten through Grade 12.

Note: If you have already completed a 2012-2013 "Early Application Form" for a Catholic High School, you may not need to complete this application. Please check with the school from which you received this application to determine if this form requiring 2011 income information must be filed.

Parent(s) should complete this Private School Aid Service application.
Please send these items to PSAS by March 1, 2012 (Round 1) or by June 1, 2012 (Round 2).

- completed PSAS document,
- your tax documents from **2011** (See "tax year documentation" notes below),
- your \$24.00 check.

This form must be postmarked no later than MARCH 1, 2012.

TO COMPLETE THIS APPLICATION YOU WILL NEED TO INCLUDE:

Please note: This application requires documentation for income received in 2011.

1. Detailed copies of all pages and Schedules of your **2011** 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, 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 **2011** W-2 Wage and Tax Statement Forms, all **2011** 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 **2011** 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 \$24.00 (**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 individuals listed in Sections A and B.

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

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

To check the processing status of your application, go to www.psas.org.

Student Aid Form • 2012 - 2013

● IMPORTANT: Print clearly and neatly with a blue or black ball point pen ●

A Parent, Guardian, or Other Adult Responsible for Tuition

Check One: Father Mother Step-Father Step-Mother Other Adult

Last Name _____ First Name _____ M.I. _____
 Social Security Number _____ Age _____ (_____) _____
 (Area Code) Home Phone _____
 Address _____ Apartment # (if applicable) _____
 City _____ State _____ Zip Code _____
 (_____) _____
 (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, please check and refer to Section K of this form. **PARISH CODE:** _____
 (Refer to Parish Code List)

B Parent, Guardian, or Other Adult Residing with Parent A

Check One: Father Mother Step-Father Step-Mother Other Adult

Last Name _____ First Name _____ M.I. _____
 Social Security Number _____ Age _____ (_____) _____
 (Area Code) Home Phone _____
 Address _____ Apartment # (if applicable) _____
 City _____ State _____ Zip Code _____
 (_____) _____
 (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, please check and refer to Section K of this form. **PARISH CODE:** _____
 (Refer to Parish Code List)

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 2012. _____
 Please list all dependent children in order of oldest to youngest, including college students. **Note that Diocesan tuition assistance is only given to students in grades K-12.**
 Indicate each dependent's relation to Parent/Guardian A: child, foster child, grandchild, etc.

1	Dependent Last Name	Dependent First Name	M.I.	Age	Relation to Parent/Guardian A	Name of school student plans to attend in the Fall of 2012		Grade in the fall of 2012	Applying for Aid?		This child has a Cleveland Voucher		This child has an EdChoice Scholarship		Amount I/We feel I/We can pay toward tuition	Tuition charged yearly per student	School Code (Refer to School Code List)
						DO NOT ABBREVIATE	City and State		Check one Yes	Check one No	Check one Yes	Check one No	Check one Yes	Check one No			
1						School Name	City and State		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
2						School Name	City and State		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
3						School Name	City and State		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
4						School Name	City and State		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
5						School Name	City and State		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			

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

D Household Information

1. Number of individuals who will reside in my/our household during the 2012-2013 school year:

Parents/Guardians _____ Children _____ Other* _____

*If Other, please explain _____

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

E Single, Divorced, Remarried, or Separated Parents (To be completed by the Parent/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 _____ M.I. _____

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

5. Who claimed student as a tax dependent in 2011? _____

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).

NOTE: Only one award is given to the student.

F Taxable Income

The **2011** 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

	Actual 2011	Estimate 2012
1. Total number of exemptions claimed on Federal Income Tax form.	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
2. Parent/Guardian A total taxable income from W-2 wages. (Total income for Parent A only)	\$ _____	\$ _____
3. Parent/Guardian B total taxable income from W-2 wages. (Total income for Parent B only)	\$ _____	\$ _____
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)	\$ _____	\$ _____
5. Other non-work taxable income from interest, dividends, alimony, unemployment, and non-business income.	\$ _____	\$ _____
6. Allowable "Adjustments to Income" as reported on your IRS 1040, 1040A, or 1040EZ.	\$ _____	\$ _____
7. Total "Adjusted Gross Income" as reported on your IRS 1040, 1040A, or 1040EZ.	\$ _____	\$ _____
8. Total Tax Paid as reported on your IRS 1040, 1040A, or 1040EZ.	\$ _____	\$ _____
9a. Medical/Dental expenses as reported on Schedule A, line 1 of your IRS 1040 form.	\$ _____	\$ _____
9b. Charitable Contributions as reported on Schedule A, line 19 of your IRS 1040 form.	\$ _____	\$ _____

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 **2011**? \$ _____
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 **2011**? \$ _____
- e. Year home was purchased \$ _____

G Non-Taxable Income

List the **total amount** received from **1/1/11-12/31/11** 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 and/or W.I.C. \$ _____ per year*
- a. Medicaid received in 2011? 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 2011 \$ _____*
- (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 2011 \$ _____*
- b. Total used for household expenses \$ _____ per year*
15. Housing Assistance (Sec. 8, HUD, etc.) \$ _____ per year*
- a. Religious Housing Assistance (parsonage, manse, etc.) Total received in 2011 \$ _____*
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 2011 (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 **2011** \$ _____ per year

*You must provide 2011 YEAR-END documentation for items 11-16a; either a YEAR-END Statement from the appropriate Public Agency, or documentation showing totals from 1/1/11-12/31/11.

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 **2011** (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? \$ _____

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 | |

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

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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.

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 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 (**2012-2013**); 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.

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 2011, PSAS will require copies of any tax returns filed jointly or independently by both parent(s)/guardian(s) for 2011. Be sure to estimate the income in Section F for 2012.

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 **2011** and estimated amounts for **2012**.

ITEM 1: Enter the total number of exemptions you claimed on your **2011** IRS Form 1040, 1040A, or 1040EZ.

ITEM 2: Enter the total **2011** taxable income earned in wages, salaries and tips for parent/guardian/other listed in SECTION A. Attach all copies of **2011** W-2 forms and/or **2011** 1099 forms from all employers.

ITEM 3: Enter the total **2011** taxable income earned in wages, salaries and tips for parent/guardian/other listed in SECTION B. Attach all copies of **2011** W-2 forms and/or **2011** 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 **2011**, you must also fill out Section K of this application.

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 2011.**

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.

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.

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

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).

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

G Non-Taxable Income

If you receive non-taxable income, **you must list and provide documentation of the TOTAL YEARLY AMOUNTS received in 2011** 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 **2011** for all children in the household.

ITEM 11: Cash Assistance (TANF): Report total amount received for **2011**.

ITEM 12: Food Stamps and/or W.I.C.: Report total amount received for **2011**. Do not combine with TANF or Medicaid.

ITEM 12a: Did you receive Medicaid in **2011**?

ITEM 13: Social Security benefits: Report the total non-taxable (SSA/SSD, etc.) amount received in **2011** for all recipients in household.

ITEM 13a: Social Security benefits: Report the total non-taxable (SSI ONLY) amount received in **2011** for all recipients in household.

ITEM 14: Student loans and/or grants: Report the total amount received in **2011** 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 **2011**.

ITEM 15: Housing assistance: Report the total amount received for **2011**. 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 **2011**.

ITEM 16: Other non-taxable income: Report all additional non-taxable income received in **2011** 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 **2011** 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 **2011**.

ITEM 18: Personal Savings/Investment Accounts: Report the total amount used in **2011** for household expenses.

ITEM 19: Total non-taxable income for 2011: 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 **2011**.

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 **2011**.

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 **2011** 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. 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 **2011** 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 **2011** 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 2011 Business Income Estimates if you have not filed your 2011 Tax Return.

ITEM 1: List estimated total GROSS taxable business income for **2011**.

ITEM 2: List estimated total NET taxable business income/loss for **2011**.

ITEM 3: List the total amount paid by business in **2011** for home rent or mortgage.

ITEM 4: List the total amount paid by business in **2011** for personal automobile.

ITEM 5: List the total amount of personal expenses paid by business in **2011** that do not fall into one of the categories above.

ITEM 6: List total amount of estimated rental income received in **2011**.

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 2011 IRS Form 1040:

You must submit photocopies of all pages of your **2011** Federal Tax Return Form 1040, 1040A or 1040EZ (as filed with the IRS, with all Schedules, **2011** W-2 Forms, **2011** 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 2011 IRS Form 1040:

You must submit photocopies of all **2011** W-2 Forms, **2011** 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, 2012, you must provide a copy of the 2011 Extension for Filing Request, as approved by the IRS.***

If you are an Independent Contractor or self-employed and have *not* filed your 2011 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), **2011** W-2 Forms, **2011** 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s). ***If this application is submitted after April 15, 2012, you must provide a copy of the 2011 Extension for Filing Request, as approved by the IRS.***

If you receive non-taxable income:

You must submit photocopies of your **2011** YEAR-END (01/01/11 - 12/31/11) 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 **2011** for ALL members of the household. If you list any total for line 16, you must identify source(s) in Section L.

Along with your application, you must include:

Copies of your 2011 Form 1040, 1040A, or 1040EZ (all pages)

Form 1040 U.S. Individual Income Tax Return 2011. This is a sample of the tax form showing various sections like Name, Address, SSN, Filing Status, Exemptions, Income, and Adjusted Gross Income.

Documentation Checklist

- Copies of all pages of your 2011 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 8 1/2 x 11 paper.**)
- A check or money order for \$24.00 made payable to PRIVATE SCHOOL AID SERVICE. (All returned checks will incur an additional fee of \$25.00).
- A self-addressed stamped postcard or envelope if you require notification that PSAS has received your application (PSAS cannot return any documentation).
- Copies of all required non-taxable income documentation.
- **Keep a copy of this completed application and all documentation for your records.**

Copies of your 2011 W-2 Forms FROM ALL EMPLOYERS

Form W-2 Wage and Tax Statement 2011. This is a sample of the wage and tax statement form showing fields for Employer's social security number, Employer identification number, Employee's name, address, and ZIP code, Control number, Employee's first name and initial, Last name, and various wage and tax amounts.

Copies of your 2011 1099 Forms (where applicable)

Form 1099-MISC Miscellaneous Income 2011. This is a sample of the miscellaneous income form showing fields for PAYER'S name, street address, city, state, ZIP code, and telephone no., and various income amounts like Rents, Royalties, Other income, Fishing boat proceeds, Nonemployee compensation, Crop insurance proceeds, Excess golden parachute payments, Gross proceeds paid to an attorney, State tax withheld, and 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 **2011** 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 **2011** IRS Form 1040, or you do not file, please see the Required Documentation Section of the instructions.)
- **2011** 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 \$24.00. All returned checks will be subject to an additional \$25.00 fee.
 - ✓ 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).
 - ✓ 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 cannot be returned.**

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

Other Common Errors

A & B Parent, Guardian, or Other Adult

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 K.

C Student Information

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.*

D Household Information

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 L if necessary for explanation.

E Single, Divorced, Remarried, or Separated Parents

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

F Taxable Income

Answer Items 1–9b for BOTH **2011** and **2012**. **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.

G Non-Taxable Income

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

H Housing Information

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, c, d, and e

I Assets and Investments

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 Items 27 or 28 and are estimating **2011** income, complete Section K of the application. *You must include Schedule C, E and/or Schedule F from your IRS Form 1040.*

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 (if estimating 2011 income)

Answer each question that pertains to your estimated income.

L Explanation

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

M Certification, Authorization, and Documentation Requirements

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

Parish Code List

<u>Akron</u>		<u>Cleveland (continued)</u>		<u>Hinckley</u>		<u>Parma (continued)</u>	
Blessed Trinity.....	4469	St. Boniface.....	4523	Our Lady of Grace.....	4494	Holy Family.....	4659
Immaculate Conception.....	4467	St. Casimir.....	4524	<u>Hudson</u>		Holy Spirit Byzantine.....	4660
Nativity of the Lord Jesus.....	4473	St. Colman.....	4528	St. Mary.....	4495	Pokrova.....	4664
St. Anthony of Padua.....	4459	St. Elizabeth of Hungary.....	4531	<u>Independence</u>		St. Andrew Ukrainian.....	4653
St. Bernard-St. Mary.....	4460	St. Helena Romanian Byzantine.....	4536	St. Michael.....	4621	St. Anthony of Padua.....	4654
St. Francis de Sales.....	4463	St. Ignatius of Antioch.....	4544	<u>Kirtland</u>		St. Bridget.....	4655
St. Matthew.....	4471	St. Jerome.....	4547	Chapel of the Divine Word.....	4429	St. Charles Borromeo.....	4656
St. Paul.....	4475	St. John Cantius.....	4548	<u>Lakewood</u>		St. Columbkille.....	4657
St. Sebastian.....	4477	St. John Nepomucene.....	4549	St. Clement.....	4622	St. Francis de Sales.....	4658
St. Vincent.....	4478	St. Leo the Great.....	4554	St. Gregory the Theologian Byzantine.....	4624	St. Josphat Ukrainian	
Visitation of Mary.....	4458	St. Malachi Parish.....	4556	St. Luke.....	4627	Catholic Cathedral.....	4662
<u>Amherst</u>		St. Mark.....	4557	Transfiguration.....	4623	St. Matthias.....	4663
St. Joseph.....	4592	St. Maron.....	4558	<u>Litchfield</u>		<u>Parma Hts.</u>	
<u>Ashland</u>		St. Mary Byzantine.....	4559	Our Lady Help of Christians.....	4496	St. John Bosco.....	4665
St. Edward.....	4480	St. Mary (Collinwood).....	4560	<u>Lorain</u>		<u>Peninsula</u>	
<u>Avon</u>		St. Mel.....	4562	Mary Mother of God.....	4636	Mother of Sorrows.....	4504
Holy Trinity.....	4593	St. Michael.....	4564	Nativity of the Blessed Virgin Mary.....	4638	<u>Perry</u>	
St. Mary of the.....		St. Nicholas Croatian Byzantine.....	4566	Sacred Heart Chapel (Hispanic).....	4641	St. Cyprian.....	4444
Immaculate Conception.....	4594	St. Patrick (Bridge).....	4575	St. Anthony of Padua.....	4628	<u>Richfield</u>	
<u>Avon Lake</u>		St. Paul (Croatian).....	4577	St. Basil Romanian Byzantine.....	4629	St. Victor.....	4505
Holy Spirit.....	4595	St. Rocco.....	4583	St. Francis Xavier Cabrini.....	4633	<u>Rittman</u>	
St. Joseph.....	4596	St. Stanislaus.....	4587	St. John Ukrainian Byzantine.....	4632	St. Anne.....	4506
<u>Bainbridge</u>		St. Stephen.....	4588	St. Michael Byzantine.....	4637	<u>Rocky River</u>	
Holy Angels Parish.....	4400	St. Vincent de Paul.....	4589	St. Nicholas Byzantine.....	4639	St. Christopher.....	4666
<u>Barberton</u>		St. Vitus.....	4590	St. Peter.....	4640	<u>Shaker Hts.</u>	
Holy Trinity.....	4483	Sts. Peter and Paul Ukrainian.....	4578	<u>Loudonville</u>		St. Dominic.....	4445
St. Augustine.....	4481	<u>Cleveland Hts.</u>		St. Peter.....	4497	<u>Sheffield Lake</u>	
St. Mary.....	4484	Communion of Saints.....	4410	<u>Lyndhurst</u>		St. Thomas the Apostle.....	4667
<u>Bay Village</u>		<u>Columbia Station</u>		St. Clare.....	4430	<u>Sheffield Village</u>	
St. Raphael.....	4597	St. Elizabeth Ann Seton.....	4610	<u>Macedonia</u>		St. Teresa of Avila.....	4668
<u>Bedford</u>		<u>Concord Township</u>		Our Lady of Guadalupe.....	4498	<u>Solon</u>	
Our Lady of Hope.....	4403	St. Gabriel.....	4435	<u>Madison</u>		Resurrection of our Lord.....	4447
<u>Berea</u>		<u>Copley</u>		Immaculate Conception.....	4431	St. John Hungarian Byzantine.....	4676
St. Adalbert.....	4598	Guardian Angels.....	4488	<u>Maple Hts.</u>		St. Mary Ukrainian.....	4446
St. Mary.....	4599	<u>Cuyahoga Falls</u>		St. Martin of Tours.....	4432	St. Rita.....	4448
<u>Brecksville</u>		Immaculate Heart of Mary.....	4490	<u>Medina</u>		<u>South Amherst</u>	
St. Basil the Great.....	4600	St. Eugene.....	4489	Holy Martyrs.....	4500	Nativity of the Blessed Virgin Mary.....	4669
St. Joseph Byzantine.....	4601	St. Joseph.....	4491	St. Francis Xavier.....	4499	<u>South Euclid</u>	
<u>Broadview Hts.</u>		<u>Doylestown</u>		<u>Mentor</u>		Sacred Heart of Jesus.....	4449
Assumption.....	4602	Sts. Peter and Paul.....	4492	St. Bede the Venerable.....	4434	<u>Stow</u>	
<u>Brook Park</u>		<u>Eastlake</u>		St. John Vianney.....	4436	Holy Family.....	4507
Mary Queen of the Apostles.....	4604	St. Justin Martyr.....	4414	St. Mary of the Assumption.....	4437	<u>Strongsville</u>	
<u>Brooklyn</u>		<u>Elyria</u>		<u>Mentor-on-the-Lake</u>		St. John Neumann.....	4670
St. Elias Melkite Catholic.....	4605	St. Agnes.....	4611	St. Andrew the Apostle Byzantine.....	4438	St. Joseph the Worker.....	4671
St. Thomas More.....	4606	St. Jude.....	4613	<u>Middleburg Hts.</u>		<u>Tallmadge</u>	
<u>Brunswick</u>		St. Mary.....	4614	St. Bartholomew.....	4644	Our Lady of Victory.....	4508
St. Ambrose.....	4607	St. Vincent de Paul.....	4616	<u>Middlefield</u>		<u>Thompson</u>	
St. Colette.....	4608	<u>Euclid</u>		St. Lucy Mission.....	4439	St. Patrick.....	4451
St. Emilian Byzantine.....	4609	Our Lady of the Lakes.....	4417	<u>Newbury</u>		<u>Twinsburg</u>	
<u>Chagrin Falls</u>		St. John of the Cross.....	4416	St. Helen.....	4440	Sts. Cosmas and Damian.....	4509
St. Joan of Arc.....	4406	St. Stephen Byzantine.....	4420	<u>North Olmsted</u>		<u>University Hts.</u>	
<u>Chardon</u>		Sts. Robert and William.....	1480	St. Brendan.....	4645	Gesu.....	4452
St. Mary.....	4407	<u>Fairlawn</u>		St. Clarence.....	4646	<u>Valley City</u>	
<u>Chesterland</u>		Our Lady of the Cedars.....	4474	St. Richard.....	4647	St. Martin of Tours.....	4510
St. Anselm.....	4408	St. Hilary.....	4465	<u>North Ridgeville</u>		<u>Wadsworth</u>	
<u>Cleveland</u>		<u>Fairport Harbor</u>		St. Julie Billiard.....	4648	Sacred Heart.....	4511
Blessed Trinity.....	4519	St. Anthony of Padua.....	4421	St. Peter.....	4649	<u>Wellington</u>	
Cathedral of St. John the Evangelist.....	4525	St. Michael Byzantine.....	4422	<u>North Royalton</u>		St. Patrick.....	4672
Community of St. Malachi.....	4555	<u>Fairview Park</u>		St. Albert the Great.....	4650	<u>West Salem</u>	
Holy Ghost Byzantine.....	4538	St. Angela Merici.....	4617	<u>Northfield</u>		St. Stephen.....	4512
Holy Name.....	4539	St. Mary Magdalene Byzantine.....	4618	St. Barnabas.....	4501	<u>Westlake</u>	
Holy Redeemer.....	4540	<u>Garfield Hts.</u>		<u>Norton</u>		St. Bernadette.....	4673
Holy Rosary.....	4541	Holy Spirit.....	4678	St. Andrew the Apostle.....	4502	St. Ladislav.....	4674
Immaculate Conception.....	4545	St. Monica.....	4423	<u>Oberlin</u>		<u>Wickliffe</u>	
Immaculate Heart of Mary.....	4546	St. Therese.....	4425	Sacred Heart.....	4651	Our Lady of Mount Carmel.....	4454
Mary Queen of Peace.....	4568	Sts. Peter and Paul.....	4424	<u>Olmsted Falls</u>		<u>Willoughby</u>	
Our Lady of Angels.....	4567	<u>Gates Mills</u>		St. Mary of the Falls.....	4652	Immaculate Conception.....	4455
Our Lady of Lourdes.....	4569	St. Francis of Assisi.....	4427	<u>Orville</u>		<u>Willoughby Hills</u>	
Our Lady of Mt. Carmel (West).....	4572	<u>Grafton</u>		St. Agnes.....	4503	St. Noel.....	4456
Our Lady of Peace.....	4573	Our Lady Queen of Peace.....	4677	<u>Painesville</u>		<u>Willowick</u>	
Sagrada Familia.....	4586	<u>Green</u>		St. Mary.....	4442	St. Mary Magdalene.....	4457
St. Agnes-Our Lady of Fatima.....	4516	Queen of Heaven.....	4493	<u>Parkman</u>		<u>Wooster</u>	
St. Aloysius-St. Agatha.....	4515	<u>Highland Hts.</u>		St. Edward/St. Lucy.....	4443	St. Mary of the Immaculate	
St. Andrew Kim.....	4672	St. Pascal Baylon.....	4428	<u>Parma</u>		Conception.....	4513
St. Augustine.....	4520			Cathedral of St. John the			
				Baptist Byzantine.....	4661		

* List Parish Code in Sections A and B of the SAF.

See reverse for School Codes.

Diocese of Cleveland Catholic Schools

School Code List

<u>Akron</u>		<u>Cleveland (continued)</u>		<u>Maple Hts.</u>	
Archbishop Hoban High School.....	1087	St. Leo the Great.....	4270	St. Martin of Tours.....	4224
North Akron Catholic Elementary.....	1732	St. Mark.....	1522	<u>Medina</u>	
Our Lady of the Elms Elementary.....	1427E	St. Martin de Porres High School.....	4673	St. Francis Xavier.....	4249
Our Lady of the Elms Jr. High School.....	1427J	St. Mary Byzantine.....	4271	<u>Mentor</u>	
Our Lady of the Elms High School.....	1427	St. Rocco.....	1234	Lake Catholic High School.....	4227
St. Anthony of Padua.....	4240	St. Stanislaus.....	4283	St. Mary of the Assumption.....	4228
St. Bernard-Mary School.....	4244	St. Thomas Aquinas.....	1117	<u>Middleburg Hts.</u>	
St. Francis de Sales.....	4242	St. Vincent de Paul.....	4286	Academy of St. Bartholomew.....	4311
St. Matthew.....	1177	Urban Community School.....	4284	<u>Newbury</u>	
St. Paul.....	1287	Villa Angela-St. Joseph High School.....	4285	St. Helen.....	4229
St. Sebastian.....	1253	Villa Montessori.....	4282	<u>North Olmsted</u>	
St. Vincent.....	4245	West Park Catholic.....	4922	St. Brendan.....	4312
St. Vincent-St. Mary High School.....	1537	<u>Cleveland Hts.</u>		St. Richard.....	4313
<u>Amherst</u>		Beaumont School.....	1205	<u>North Ridgeville</u>	
St. Joseph.....	4288	Communion of Saints School.....	4208	St. Peter.....	4314
<u>Ashland</u>		<u>Concord Township</u>		<u>North Royalton</u>	
St. Edward.....	4246	St. Gabriel.....	4226	St. Albert the Great.....	4315
<u>Avon</u>		<u>Cuyahoga Falls</u>		<u>Northfield</u>	
Holy Trinity.....	1256	Immaculate Heart of Mary.....	4247	St. Barnabas.....	1145
St. Mary of the Immaculate Conception.....	4289	St. Joseph.....	4248	<u>Olmsted Falls</u>	
<u>Avon Lake</u>		Walsh Jesuit High School.....	4251	St. Mary of the Falls.....	4316
St. Joseph.....	4290	<u>Doylestown</u>		<u>Parma</u>	
<u>Barberton</u>		Sts. Peter and Paul.....	1494	Holy Family.....	4321
St. Augustine.....	1528	<u>Eastlake</u>		Padua Franciscan High School.....	1725
<u>Bay Village</u>		St. Mary Magdalene-St. Justin Martyr.....	4339	St. Anthony of Padua.....	1617
St. Raphael.....	4291	<u>Elyria</u>		St. Bridget.....	4318
<u>Bedford</u>		Elyria Catholic High School.....	1146	St. Charles Borromeo.....	4319
Holy Spirit Academy.....	4201	St. Jude.....	4296	St. Columbkille.....	1189
St. Peter Chanel High School.....	1207	St. Mary.....	4297	St. Francis de Sales.....	4320
<u>Berea</u>		<u>Euclid</u>		<u>Parma Hts.</u>	
Academy of St. Adalbert.....	1416	Our Lady of the Lake.....	4213	Holy Name High School.....	4324
St. Mary.....	4292	St. John of the Cross School.....	4212	Incarinate Word Academy.....	4325
<u>Broadview Hts.</u>		Sts. Robert & William School.....	1586	<u>Rocky River</u>	
Assumption Academy.....	4293	<u>Fairlawn</u>		Magnificat High School.....	1106
<u>Brooklyn</u>		St. Hilary.....	4243	St. Christopher.....	4327
St. Thomas More.....	4294	<u>Fairview Park</u>		<u>Shaker Hts.</u>	
<u>Brunswick</u>		St. Angela Merici.....	4299	St. Dominic.....	4231
St. Ambrose.....	4295	<u>Garfield Hts.</u>		<u>Solon</u>	
<u>Chagrin Falls</u>		John Paul II Academy.....	4340	St. Rita.....	4232
St. Joan of Arc.....	4202	St. Monica.....	4216	<u>South Euclid</u>	
<u>Chardon</u>		Trinity High School.....	4219	Regina High School.....	1662
Notre Dame Elementary.....	4205	<u>Gates Mills</u>		St. Gregory the Great.....	4233
Notre Dame-Cathedral Latin High School.....	4204	Gilmour Academy.....	4221	<u>Stow</u>	
St. Mary.....	4203	St. Francis of Assisi.....	4220	Holy Family.....	4250
<u>Chesterland</u>		<u>Highland Hts.</u>		<u>Strongsville</u>	
St. Anselm.....	4207	St. Pascal Baylon.....	4331	Sts. Joseph and John Interparochial.....	4329
<u>Cleveland</u>		<u>Hudson</u>		<u>University Hts.</u>	
Archbishop James P. Lyke School.....	1174	Seton Catholic School.....	4332	Gesu.....	4235
Benedictine High School.....	4256	<u>Independence</u>		<u>Wadsworth</u>	
Cleveland Central Catholic High School.....	4258	St. Michael.....	4300	Sacred Heart.....	4253
Holy Name Elementary.....	4261	<u>Kirtland</u>		<u>Westlake</u>	
Mary Queen of Peace.....	4277	Peaceful Children Montessori.....	1826	St. Bernadette.....	4330
Metro Catholic Parish School.....	4274	<u>Lakewood</u>		<u>Wickliffe</u>	
Our Lady of Angels.....	4275	Lakewood Catholic Academy.....	4338	All Saints of John Vianney.....	4236
Our Lady of Mt. Carmel (West).....	4278	St. Edward High School.....	4303	Mater Dei Academy.....	4344
St. Adalbert.....	1248	<u>Lorain</u>		<u>Wooster</u>	
St. Agatha-St. Aloysius.....	4255	St. Anthony of Padua.....	4306	St. Mary of the Immaculate Conception.....	4254
St. Francis.....	4260	St. Peter.....	4310		
St. Ignatius Elementary.....	4263	<u>Lyndhurst</u>			
St. Ignatius High School.....	2000	Julie Billiard.....	1683		
St. Jerome.....	4265	St. Clare.....	4223		
St. Joseph Academy.....	1589				

* List School Code in Section C of the SAF.

See reverse for Parish Codes.