Archbishop Stepinac High School
2017 – 2018 School Settings

Access Application
www.smartaidforparents.com

School ID
Archbishop Stepinac High School: **11499**

Application and supporting documents due:
12/23/2016

Eligible Grades
9th -12th Grade

Smart Aid Application Fee: $35

Required Supporting Documentation
Applications submitted without documentation will not be processed.

- Most recent paystubs
- **2016** W-2 forms for all jobs.
- **2015** filed tax return: 1040, 1040A, 1040EZ with all schedules. **2016** tax returns mandated after 4/15/17
- **2015** filed business tax return: 1120, 1120S, 1065 (if applicable). **2016** business returns mandated after 4/15/17
- Supplemental income documentation: Social Security income, Welfare, Food Stamps, Child Support, 1099-M Forms, Worker's Compensation, Unemployment, Veterans Benefits, Housing Allowance, etc.
- If you are unable to provide any of the aforementioned items, please submit a Special Circumstance Letter indicating which document(s) you are unable to provide and why. This information will be shared with your school for consideration.

Submitting Documentation
Documentation should be submitted at the time the application is completed. Application IDs must be included on all documents. Failure to include your ID will delay processing of your application.

- Direct Upload: www.smartaidforparents.com (login with your username and password)

Contact Information

- Phone Support: (800)-360-8027
- Email Support: support@smartaidforparents.com

Notification of Financial Aid
Once your application is processed, a financial aid recommendation will be forwarded to **Archbishop Stepinac High School**. All final financial aid decisions, including notification of an award amount (if any) will be made by **Archbishop Stepinac High School**. If you have not received notification regarding financial aid, contact the financial administrator at **Archbishop Stepinac High School**.

Archbishop Stepinac High School
2017 – 2018 Online Instructions

1. Online Application
Visit: www.smartaidforparents.com

2. Section 1 – Household Information
Parent/Guardian: Enter the parent or guardian's contact information. Dependent: Enter all dependents that live in the household. For dependents in college, select the "attending another private school" status option.

3. Section 2 – Selecting A School
Enter your school's five-digit code or name in the search box. If you want to search for schools near you that are participating in the Smart Aid program, you can search by city and state. Make your selection by checking the select check box. Once a school or multiple schools are selected, you will then need to select the student(s) you wish to apply for aid at the appropriate school(s). After the school(s) have been selected, you will then need to select the upcoming grade for the student, student code (if applicable), and expected tuition (if applicable) for the upcoming year. Clicking "next" after each section will allow you to move on to each subsequent section.

4. Section 3 – Income & Expenses
Enter any income the household receives; employment, business or supplemental. If the work status is selected as 'employed', 'self-employed', 'unemployed, receiving benefits', or 'disabled, receiving benefits,' you will be required to enter this income source in the appropriate section before moving through the application. Please enter all expenses as they pertain to your household.

5. Section 4 – Assets & Debts
Enter all assets and debts as they pertain to your household.

6. Section 5 – Special Circumstances
Check off any special circumstance that pertains to your household. If no option available best describes your household's circumstance, please check 'other' and describe your situation. This information is confidential and will only be available to designated School Administration and Smart Aid staff.

7. Section 6 – Submit
If your school uses family school codes, please make the appropriate selection. Agree to Smart Aid's terms and conditions, then click SUBMIT to complete your online application.

Please be sure to enter all fields with accuracy.

Frequently Asked Questions

Q: Who should complete this aid application?
A: Whomever the child resides with should complete this application whether it is a parent, grandparent, aunt/uncle, or legal guardian. There is a section within the application where you can enter contributions from non-custodial parents and relatives.

Q: Why do I need to input my spouse's information if I am remarried and they are not legally responsible for my children?
A: Smart Aid's calculation works off of the total household income, therefore including all income, whether the party is legally responsible for your children or not. Our system however, does take into effect your spouse's expenses as well as their income. It is important to list all expenses that are asked of within the application.

Q: I do not have the required tax documents. HELP!
A: Include the most recent tax documentation you have available. If you are asked for a specific line from a tax document that you have not yet completed, please estimate the projected amount.

Q: How will I know if I qualify for aid or not?
A: We do not disclose information about the results of your application. All final tuition aid decisions, including notification of an award amount (if any); will be made by your school. For the date award notices will be given, please contact your school directly.

Q: What if I want to edit my application?
A: Once an application has been submitted and paid for it can no longer be edited by a parent. However, if changes are necessary a written statement with the change (including the application ID), should be sent to support@smartaidforparents.com.