



Directions for 2017-2018 Financial Aid Application

Welcome to the application cycle for the 2017-2018 school year. Please make sure to read all of the instructions before you start your application. You will not be able to save your application and complete it at a later time. It must be completed once you start it.

1. This application is for single and widowed parents only.
2. Your child must currently attend or be registered/enrolled to start attending a US Catholic Elementary School (pre-Kindergarten through Eighth grade).
3. There are 3 parts to the application. You will be prompted to click submit at the end of each of the 3 parts. Please make sure you review your answers before you click submit because you will not be able to go back and make changes to any part after you have clicked submit.
4. If you are not able to complete all 3 parts at one time, you will have access to the links which will take you directly to each part. That will be emailed to you after you complete and submit part 1. However, you still will not be able to save the application and return to it later to complete. We suggest that if you cannot complete all of any one part, do not start that part. Only start the parts you can complete. They **MUST** be completed in order.
5. It is suggested to have any information regarding your income, expenses, assets, and debts nearby so that you may refer to that information when completing the application.
6. It is also suggested to already have the full name of the Catholic school as well as the city and state in which it is located.
7. You must use a Java-Script enabled web browser in order for the application to work properly.
8. Make sure to complete all fields. If they do not apply to you, please make sure to enter N/A or \$0 for fields requiring a dollar amount.
9. Do not use your browsers back or forward button. If you need to visit a previous page or move forward on the application, use the previous and next buttons at the bottom of the application.
10. **Deadline for submitting** the application for returning students is 11:59pm EST on December 15, 2016. No application will be eligible after this deadline.
11. **Deadline for submitting** the application for new students is 11:59pm EST on February 28, 2017. No application will be eligible after this deadline.

12. In order to be considered for our financial aid, all families must apply for the financial aid offered through the Archdiocese/Diocese in which their school is located.
13. If your child is enrolled in an independent Catholic School, you must also make sure to apply to your school's tuition assistance program in order to be considered for our financial aid. If your school does not offer such assistance, please indicate that on your application.
14. Any required documents must be uploaded no later than 4 days after the respective deadline. You may cross-out/white-out any social security numbers or account numbers. We **DO NOT NEED** social security or account numbers from applicants.
15. Any documents that you do not have at the time you complete the online application may be sent to us via the following:
 - a. Use the upload link in your confirmation email to upload your documents online.
 - b. Fax your documents to 1-866-515-0118. Please include on the cover sheet the list of the documents you are faxing, your full name, full home address, email address, and your telephone number(s).
 - c. Mail your documents to our office. Please include the list of the documents you have enclosed in the envelope, your full name, full home address, email address, and your telephone number(s). Our mailing address is typed below.

Mailing Address:

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