



Financial Aid Application INSTRUCTIONS

2017-2018 School Year

Frequently Asked Questions

Are there any income limits when applying for aid?

There are no income limits when applying for assistance. Each family's unique financial situation is considered when assessing need.

Who decides how much financial aid a family receives?

It is the responsibility of each school to decide how to best meet the needs of its students and families.

When will I be notified if my student has been awarded assistance?

You will be notified by the school or financial aid program to which you applied. You will not receive results from FAIR.

Why am I mailing my application to FAIR?

Your school has contracted with FAIR to process the financial aid applications and provide an objective evaluation of each family's financial need. FAIR is a nationally recognized leader in financial need evaluation services for private and parochial schools.

Is my personal financial information shared with any organizations other than FAIR?

All information is held strictly confidential. FAIR will not share or disseminate this information in any way with any other organization except for your student's school.

How do I apply?

You will need the following to apply online:

1. Your School Code and School Password (provided by your school administrator)
2. A valid email address
3. A credit card (Visa or Mastercard) to complete payment processing
4. A copy of your 2016 US Individual Income Tax Return Form 1040, 1040A or 1040-EZ with all applicable schedules including copies of all 2015 W-2 forms.

To begin the on-line application process, parents should go to www.fairapp.com and click on the "Parent Login" link. You can then create a user account using your email address and a password that you select. Once you have created a user account and signed in you will be able to complete the FAIR application on-line.

How will I know if FAIR has received my application?

You will receive a confirmation page and a separate email confirming FAIR has received your application.

How can I check the status of my application?

You can check the status of your application online at www.fairapp.com. After logging in to your account, you should see your application(s) with a Status of "Submitted". To the right of the Status, you will see a link that says "Current Application Status". Click on that link to see your current status.

How do I submit my supporting documentation?

You can upload, fax or mail us your documentation.

Once you submit your online application, you will receive a confirmation email from us with information on how to get your documents to us.

You will be notified by email once we receive your supporting documentation.

How do I fill out the application if I am a divorced, separated or single parent?

If the dependents you list in Part II of the application will live primarily with you, then you should complete the application form based on your income and household expenses. If you have remarried you will need to complete the application and include information about the stepparent's income, expenses, assets, and debt.

Who should I list in Part II Dependents?

You should include all dependents currently living with you or for whom you are providing support. This includes older children attending college or any other relatives who are currently living with you to whom you are providing support.

I do not have my 2016 Federal Income Tax return available because I have filed for an extension. Will my application still be accepted?

FAIR asks that each family applying for assistance provide their 2016 Federal Income Tax return unless you have filed for an extension. If you have filed for an extension we will need you to provide us with a copy of the extension request, a copy of your 2015 Federal Income Tax return, and copies of your 2016 W-2s.

Important Notes Before Completing and Submitting Your Financial Aid Application:

1. When submitting your application via normal mail, please use a 9 x 12 or larger envelope.
2. Please complete **ALL** items that apply to your family.
3. In the dependent section of the application, please indicate the school(s) and grade(s) that your dependent(s) will be entering in the **Fall of 2017 (next school year)**.
4. Use the **Special Circumstances** section of the online application to list and explain any other expenses and/or special circumstances that you believe would impact your eligibility for financial aid. Please use this space to explain anything unique to your financial situation.
5. The final step in completing your online application, is to submit your \$30 processing fee using a Visa or Mastercard credit card.
6. You **MUST** include:
Page 1 and 2 of your 2016 US Individual income tax return (Form 1040, 1040A or 1040-EZ),
and any schedules you were required to file with your return such as:
 - a. Schedule A - Itemized Deductions
 - b. Schedule B - Interest and Dividend Income
 - c. Schedule C - Self Employment Income
 - d. Schedule D - Capital Gains and Losses
 - e. Schedule E - S Corporations or Rental Property Income
 - f. Schedule F - Farm Income,**and** copies of all your 2016 W-2s and/or 1099 forms.
7. Documentation for any non-taxable income you listed on your application. This may include SNAP, TANF, Social Security and Disability Income.
8. Upload ALL required documentation from our website, or fax or mail ALL required documentation to:

FAIR
P.O. Box 211423
Eagan, MN 55121

Fax number: 1-651-204-0013

Part I: Parent/Guardian Information

List only information for the primary custodial parents or guardians who **live with** the dependents listed in Part II. Provide the following information for each parent/guardian:

Parent Last Name, First Name, Parent Social Security #, Parent Birth Year, Relationship to the Student, Current Employment Status and Occupation.

Please provide your current household address and phone number. Your confirmation postcard will be sent to this address.

Part II: Dependents

For each dependent listed, please indicate the school and grade that the dependent will be entering in the **Fall of 2017 (next school year)**.

List **ALL** dependents that are living in your household. This may include other family members or relatives (parents, grandparents, etc).

Last Name:

Last name of dependent.

First Name:

First name of dependent.

Social Security Number:

The Social Security Number of the child applying for financial assistance.

Grade:

Grade the dependent will be entering in the fall of the 2017-2018 school year.

School ID:

- If this dependent is applying for aid, see **PART III** for the School ID (you may be asked to refer to the front page of the application.)
- If the dependent will be attending **public school**, use ID #900.
- If the dependent will be attending a **different private school or home school**, use ID #901.
- If the dependent will be attending **college**, use ID #902.
- If the dependent will **not be attending a school**, use ID #903.

Name of School:

Name of the school the dependent will be attending in the Fall of 2017.

Tuition Amount:

If the dependent is attending a **different private school or college**, please list the tuition amount.

Financial Aid Received Last Year:

Please indicate the amount of financial aid this dependent received for the current school year (2016-2017).

Part IV: Family Income

The 2016 column refers to **ACTUAL** income amounts for 2016. You **MUST** provide income amounts for 2016.

Annual Income Items

Total Income:

Total income from line 22 of your Form 1040, line 15 of your Form 1040A, or line 4 of your Form 1040EZ.

Adjusted Gross Income:

Total income from line 37 of your Form 1040, line 21 of your Form 1040A, or line 4 of your Form 1040EZ.

Annual Child Support Received:

Please indicate the **ANNUAL** amount you received in 2016.

Annual Temporary Assistance for Needy Families (TANF) Received:

Please indicate the **ANNUAL** amount you received in 2016.

Annual Supplemental Nutrition Assistance Program (SNAP) Received:

Please indicate the **ANNUAL** amount you received in 2016.

Other Annual Non-Taxable Income Received:

This applies to any other sources of income you may be receiving that are not included in the above lines.

Part V: Income Changes

If you expect any change in income from the 2016 tax year to the 2017 tax year please complete this section. We are trying to determine what your income will be during the 2017 tax year. We need to know the **NET** change in income from 2016 to 2017. Please do not mark both a reason for an increase and a reason for a decrease in income.

Annual amount of increase or decrease:

List the annual amount of change in income from 2016 to 2017.

Reason for Increase:

Please mark at least one of the reasons listed for your increase in income for 2017. Mark all that apply.

Reason for Decrease:

Please mark at least one of the reasons listed for your decrease in income for 2017. Mark all that apply.

Part VI: Family Assets/Debt

Cash on Hand:

The current combined balance of your checking and savings accounts.

Stocks, Bonds, Investments:

List the current value of any stocks, bonds or other investments **excluding** retirement accounts.

If You Own Your Home

Current Market Value:

Please indicate the current estimated market value of your primary residence.

Mortgage Balance:

Indicate the total current balance on your mortgage **INCLUDING** home equity loans and second mortgages.

Value of Any Other Property:

Please indicate the estimated value of any other property you may have including but not limited to second homes, and rental property. Also indicate what type of property you are including in this category by filling in the appropriate circle(s).

Amount Still Owed on These Properties:

Total amount you still owe on these other properties **INCLUDING** loan balances and second home or rental property mortgage balances.

Number of Vehicles (owned or leased):

The total number of vehicles you currently own or are leasing. Provide detailed information in the boxes to the right side of this line on the application.

Monthly Vehicle Payments:

The total amount of your monthly vehicle payments for **ALL** vehicles.

Total Annual Vehicle Insurance:

The total **ANNUAL** amount you pay for household vehicle insurance.

Credit Card Debt:

The total amount of **ALL** credit card balances.

Monthly Credit Card Payments:

The monthly amount you currently pay on your credit card balances.

Other Debt:

The total amount of any other outstanding debt you currently have. **This does not include Student Loan debt. There is a question in the Expense section regarding Student Loan debt.**

Please be sure to include an explanation of this debt in Part VIII: Special Circumstances.

Part VII: 2016 Expenses

Monthly Expenses

Monthly Mortgage or Rent Payment:

Your **TOTAL** monthly mortgage or rent payment **INCLUDING** monthly home equity loan and second mortgage payments.

Monthly Gas and Electric:

Your average total monthly gas and electric expense.

Student Loans

Student Loan(s) Balance:

The amount of outstanding student loan debt that the **parents/guardians** have that is not currently in a deferred status.

Monthly Student Loan Payment:

The monthly amount you are currently paying on the student loan(s) balance listed above.

Annual Expenses

Homeowner's or Renter's Insurance:

Your annual homeowner's or renter's insurance *if not included in your monthly mortgage expense*.

Taxes Paid on Home:

The annual taxes paid on your home *if not included in your monthly mortgage expense*.

Unreimbursed Medical/Dental Expenses:

Include any after-tax health and dental insurance premiums, doctors' office visit co-pays, co-pays for medication, or any other out of pocket medical or dental expense.

Day Care Expenses:

Include all daycare expenses you paid in 2016 for all dependents in your household. *Do not include dependent tuitions.*

Charitable Contributions:

Total charitable cash contributions your household made in 2016.

Child Support Payments made by You:

The total amount of child support payments **YOU PAID** in 2016.

Alimony Paid by You:

The total amount of alimony **YOU PAID** to an ex-spouse in 2016.

Total Federal Income Tax:

This is taken from line 63 of Form 1040 or line 39 from Form 1040A.

Total State Income Tax:

This is your total state income tax.

Part VIII: Special Circumstances

This space is provided for you to list and explain **any** other expenses and/or special circumstances that you believe would impact your eligibility for financial aid. Please fill in any circle(s) that may describe a situation that your family is in. Please describe anything unique to your financial situation in this section of the application.

Upload, Fax or Mail the following:

- 1. Page 1 and 2 of your 2016 US Individual income tax return (Form 1040, 1040A or 1040-EZ)**
- 2. Any schedules you were required to file with your return such as:**
 - a. Schedule A - Itemized Deductions**
 - b. Schedule B - Interest and Dividend Income**
 - c. Schedule C - Self Employment Income**
 - d. Schedule D - Capital Gains and Losses**
 - e. Schedule E - S Corporations or Rental Property Income**
 - f. Schedule F - Farm Income**
- 3. Copies of your 2016 W-2's**
- 4. Documentation for any non-taxable income you listed on your application. This may include SNAP, TANF, Social Security, Disability income and any regular contribution from people who do not live in your household.**

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