

Take the credit.

Scholarship Application INSTRUCTIONS

2009-2010 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?

Every application is evaluated based on methodology set by the Catholic Tuition Organization of the Diocese of Phoenix (CTODP). Debt, other than home mortgage debt, has a minimal impact on financial need.

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

If you applied based on Financial Need and your application was postmarked by April 15, you will be notified by June 30. If you applied based on Financial Need and your application was postmarked between April 16 and July 31, you will be notified by September 15. If you applied based on Fund Availability and your application was postmarked by July 31, you will be notified by September 15.

Why am I mailing my application to FAIR?

CTODP has contracted with FAIR to process the scholarship applications and provide an objective evaluation of each family's financial need. FAIR is a nationally recognized leader in financial need evaluation services for Catholic schools.

How do I apply?

Application forms, instructions, and mailing envelopes may be obtained from the school where your student(s) attends or will attend. Mail the completed application and any necessary documentation along with a \$21.00 check made payable to FAIR in the envelope provided by the due date on the front of the application.

You may apply on-line:

You will need the following to apply online:

1. Use School Code:700 and School Password: ctodp700
2. A valid email address
3. A credit card (Visa or Mastercard) to complete payment processing
4. A complete copy of your Federal Income Tax Return with all schedules and W-2s from the previous year

To begin the on-line application process, parents should go to www.fairapp.com and click on the "On-line Application" 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?

If you submit your application via mail you will receive a letter from FAIR confirming receipt of your application. If you do not receive a letter confirming receipt of your application, please contact CTODP at (602) 218-6542. Please allow three weeks from the postmarked date before calling.

If you submit your application on-line at www.fairapp.com you will receive a confirmation page and a separate email confirming FAIR has received your application.

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 household income and expenses. If you have remarried you will also need to 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 2008 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 2008 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 2007 Federal Income Tax return, and copies of your 2008 W-2s.

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 CTODP and your student's school.

Important Notes Before Completing and Submitting Your Financial Aid Application:

1. You **MUST** include:
a copy of your 2008 Federal Income Tax Return with **ALL** applicable schedules,
and copies of all your 2008 W-2s and/or 1099 forms,
and a check or money order in the amount of \$21.00 payable to **FAIR**.

If the student(s) applying for financial assistance attended a public school during the 2008-2009 school year include a copy of the student's report card.
2. When mailing your application, please place your check and documentation inside the application. Stapling checks or documentation to the application can cause them to tear when being separated. If you applied online, please print the confirmation page and mail it with your documentation.
3. Please complete **ALL** items that apply to your family. If an item does **not** apply to you, leave it blank.
4. You **MUST** provide actual income amounts for 2008.
5. 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 2009 (next school year)**.
6. Please attach a brief letter for **Part VIII: Special Circumstances** if you want 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.
7. You will receive a letter from FAIR confirming receipt of your application. (If you do not receive a letter please contact CTODP at (602)218-6542 or via email at info@catholictuition.org.
Please allow three weeks from the date you mailed the application before calling.)
8. Mail the completed application, **ALL** required documentation and payment to:

FAIR
P.O. Box 211423
Eagan, MN 55121

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 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. Please make sure it is accurate and legible.

Part II: Dependents

For each dependent listed, please indicate the school and grade that the dependent will be entering in the **Fall of 2009 (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 2009-2010 school year.

Ethnic Origin

Please write in the number that corresponds to the ethnic origin of each dependent. Ethnic origin will not affect your eligibility. This information is used for statistical purposes only.

Currently Attends Public School

If this dependent attended a public school during the 2008-2009 school year, please fill in the **Yes** response, otherwise fill in the **No** response.

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.

School Name:

List the name of the school the dependent will be attending during the 2009-2010 school year.

Tuition Amount:

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

Financial Aid Received Last Year:

If the dependent received any financial aid last year, please list the aid amount.

Part IV: Family Income

The 2008 column refers to **ACTUAL** income amounts for 2008. You **MUST** provide income amounts for 2008.

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 2008.

Annual Temporary Assistance for Needy Families (TANF) Received:

Please indicate the **ANNUAL** amount you received in 2008.

Annual Food Stamps Received:

Please indicate the **ANNUAL** amount you received in 2008.

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 2008 tax year to the 2009 tax year please complete this section. We need to know the **NET** change in income from 2008 to 2009. 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 2008 to 2009.

Reason for Increase:

Please mark at least one of the reasons listed for your increase in income for 2009. Mark all that apply.

Reason for Decrease:

Please mark at least one of the reasons listed for your decrease in income for 2009. 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 cars, second homes, and rental property. Also indicate what type of property you are including in this category by checking the appropriate box(es).

Amount Still Owed on These Properties:

Total amount you still owe on these other properties **INCLUDING** car 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. Please describe in Part VIII.

Part VII: 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.

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 2008 for all dependents in your household. *Do not include dependent tuitions.*

Charitable Contributions:

Total charitable cash contributions your household made in 2008.

Other Expenses:

Include any other expenses you believe will impact your eligibility to receive financial aid. Examples are: expenses for dependent relatives, union dues, anticipated adoption expenses in 2009, etc. Please be sure to include an explanation of these expenses in Part VIII: Special Circumstances.

Child Support Payments made by You:

The total amount of child support payments **YOU PAID** in 2008.

Alimony Paid by You:

The total amount of alimony **YOU PAID** to an ex-spouse in 2008.

Student Loan Payments:

The total amount of student loan payments **YOU PAID** in 2008 for family members that are no longer attending college.

Total Federal Income Tax:

This is taken from line 61 of Form 1040 or line 37 from Form 1040A.

Total State Income Tax:

This is taken from line 20 on Form AZ140 or line 29 on Form AZ140A or line 15 on Form AZ140EZ.

Part VIII: Special Circumstances

Use this space or include a letter to list and explain **any** other expenses and/or special circumstances that you believe would impact your eligibility for a scholarship. Please describe anything unique to your financial situation in this section of the application.

Mail the:

- 1. Completed application**
- 2. A copy of your 2008 federal income tax return**
- 3. Copies of your 2008 W-2's and/or 1099's**
- 4. \$21 payment to:**

**FAIR
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