

St. Ursula Academy
Parent Directions
School ID: 10816



Dear Smart Tuition Aid Applicant,

The following information is necessary for you to complete your application. If you prefer, you can choose to complete the application online at www.smarttuitionaid.com.

Financial Aid Eligibility:

Students entering **9-12** are eligible to apply for aid.

Application Deadline:

St. Ursula Academy requires that you complete your application before **January 7, 2010**.

School ID Code:

Use the School ID **10816** for each dependent that plans to attend St. Ursula Academy.

Application Processing Fees:

If you do not enclose this entire fee with your application, Smart Tuition will not be able to process your application. Please make checks payable to Smart Tuition.

- **Required Processing Fee: \$25.00**
- **Corporation/Partnership Processing fee: \$19.00.** You are required to pay this fee if you have filed any of the following IRS forms: 1041, 1065, 1120-A, 1120, or 1120S.
- **Parent Report Fee (Optional): \$8.00.** The report allows you to review the accuracy of the information that Smart Tuition Aid has taken from your application and your status. Your report can be viewed online once your application has been audited. *Please note: This report does not display the amount of assistance you may receive from your school.*

School Special Code Information:

There are no special codes for St. Ursula Academy. Please leave this section blank.

Preparing your Application:

- We require copies of all supporting documentation requested below (please **do not** send your originals). Applications submitted without supporting documentation will not be processed.
 - Most recent pay-stubs and W2 statements
 - Most recent federal tax form 1040 or 1040A
 - Most recent business tax return (if applicable)
 - Documentation of all other sources of income (social security, welfare, food stamps, unemployment, child support, workers compensation, etc.)
 - All 1099 forms (if applicable)
- You can send your documents one of three ways:
 - **FAX:** (610) 599-8633
 - **MAIL:** SMART TUITION AID, PO Box 25116, Lehigh Valley, PA 18002
 - **EMAIL:** support@smarttuitionaid.com

Notice of Financial Aid:

Once your application is processed, a tuition aid recommendation will be forwarded to St. Ursula Academy. All final tuition aid decisions including notification of an award amount (if any) will be made by St. Ursula Academy. If you have not received notification about financial aid, contact the Financial Administrator at St. Ursula Academy. Please allow a minimum of four weeks after you have submitted your application.