

# Simplified instructions for filling out PSAS STUDENT AID FORM

## Front Cover

It is not necessary to write anything on the cover of the application. Schools may have placed a sticker with their school code on the front cover of the application for your convenience in identifying the school code needed for Section C. However, such a **sticker is not required**.

## Section A (and B where applicable) - Parent data

- **Preferred Contact #:** Be sure to indicate your preferred method of being contacted. Incomplete applications are briefly placed ‘on hold’ and cannot be considered for the Bishop’s Scholarship. However, PSAS will contact you using your preferred method in order to help you complete the application in time for it to be considered.
- **Parish Code:** Do not leave this line blank. Only registered parishioners are eligible for Bishop’s scholarships. A family’s registration is verified with the parish prior to awarding a Bishop’s scholarship. (Parish registration may or may not be required for other forms of aid)
  - If you are registered at a parish, be sure to enter the PARISH CODE at the bottom of Sections A and B. The list of codes is found in the instructions included with the application. Parishes are listed alphabetically in the 2 right-hand columns. Several parishes have similar names; check the city column to be sure you enter the correct code.
  - If you are NOT registered in a parish, enter 0001 as your PARISH CODE.

## Section C- Dependents

- **Dependents:** This is a critical part of the application. Be sure to list all dependent children in your family. Family size is used in calculating need.
- **Amount we can pay toward tuition:** Take time to prayerfully consider this figure for each dependent listed and list it as a monthly amount. Zero is not an acceptable response.
- **Tuition charged:**
  - There is no need to fill in the ‘Tuition charged’ column for students attending any diocesan Catholic school. The Diocese of GR provides those figures to PSAS.

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- **Tuition charged (continued):**
  - You should include the tuition amount for any student attending any other school (including college). These figures are used in calculating need.
- **School Code:** For each student, enter the code of the school they will attend. The list of codes is found in the instructions included with the application. Be sure to find the code in the **left-most** column of codes. The other two column contain parish codes.

## **Section D - Household Information**

Self-explanatory

## **Section E**

Only for single, divorced, remarried or separated parents

## **Section F**

- **Actual:** If you turn in your IRS tax form (1040, 1040A or 1040EZ), there is no need to fill out any part of this section. Figures will be taken directly from the IRS tax form.
- **Estimate:** Please skip this entire column. This information will be gathered in Section L

## **Section G – Non-Taxable Income**

Complete any section that applies to your situation. Use yearly (not monthly) amounts.

## **Section H – Housing Information**

Monthly rent or monthly mortgage payment amount must be entered as it is used in calculating need. Fill in other figures to the best of your ability.

## **Section I – Assets and Investments**

Fill in all applicable lines. Estimate to the best of your ability.

## **Section J – Unusual Circumstances**

Check all boxes that apply and explain EACH of them in section L.

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## **Section K – Business Owners**

Fill out this section only if you are a business owner are NOT providing your IRS tax form 1040, 1040A or 1040EZ. Otherwise, figures will be obtained from that form.

## **Section L - Explanations**

Use this space to explain each of the items checked in Section J.  
Indicate the financial impact each change makes to your income/expenses.

## **Section M – Certification, Authorization, and Documentation**

- Sign and date the form.
- Attach your \$30 check (payable to PSAS) and any tax forms listed in the appropriate box on the back of the application.
- Mail the form to PSAS, not to your local school.