



Bishop Garriga Middle Preparatory School
Parent Directions
School ID: 10881

The below information is provided to assist you with your financial aid application. You may choose to complete the application online at www.smarttuitionaid.com. Please click "New Parent Registration" to create a username and password, then enter your School ID number when prompted to begin the application. For returning families, please enter your username (email address) and the password created last year. To retrieve login information or assistance with filling out the application, you may contact us at 1-800-360-8027 or email support@smarttuitionaid.com. If you do not have access to a computer, a paper application may be obtained from your school.

FINANCIAL AID ELIGIBILITY:

Students entering the following grades are eligible to apply for financial aid: **6th Grade – 8th Grade.**

APPLICATION DEADLINE:

Please submit your application by **4/15/2011.**

SCHOOL ID CODE:

When prompted, use the School ID **10881** for each dependent that plans to attend **Bishop Garriga Middle Preparatory School.**

APPLICATION PROCESSING FEES:

- **Required application processing fee: \$0.00.**
- **Optional Parent Report fee: \$8.00.** This report allows you to review the information that you submitted on your application. Your report can be viewed online once your application has been audited. Please make checks payable to Smart Tuition. *Please note: This report does not display the amount of assistance you may receive from your school.*

PREPARING YOUR SUPPORTING DOCUMENTS:

In order to verify the information on your application, we require copies of the supporting documentation requested below. Applications submitted without supporting documentation will not be processed. **Please do not send your original documents. Remember to include your Application ID# and last name on all pages.**

- Most recent pay-stubs and W2 statements for all jobs
- Most recent federal tax form 1040, 1040A, 1040EZ with all schedules
- Most recent business tax return, 1041, 1065, 1120, or 1120S (if applicable).
- Any applicable income documentation. Ex: 1099 forms, social security, welfare, food stamps, unemployment, child support, workers compensation, veteran benefits, rental income, etc.

SUBMITTING YOUR APPLICATION AND/OR DOCUMENTS BY MAIL:

Enclose your application, supporting documents and payment (if applicable) in the return envelope provided with your application. Please remember to add the appropriate postage and mail to:

- **Smart Tuition Aid, PO Box 25116, Lehigh Valley, PA 18002**

SUBMITTING YOUR DOCUMENTS ELECTRONICALLY*:

You may submit documents by e-mail or fax if your application was completed online or you are required to send additional documents. ***The e-mail and fax line are for documents only. Applications received by e-mail or fax will not be accepted.**

- **E-mail:** documents@smarttuitionaid.com (limit to 10MB file size)
- **Fax:** (610) 599-8633

NOTICE OF FINANCIAL AID:

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