



# Financial Aid Application INSTRUCTIONS

## 2020-2021 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?**

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 \$30 check made payable to FAIR in the envelope provided by the due date on the front of the application.

If you would like to submit your application on-line, you will need the following:

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 2019 US Individual Income Tax Return Form 1040 with all applicable schedules including copies of all 2019 W-2 forms.

To begin the on-line application process, parents should go to [www.fairapp.com](http://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?**

If you submit your application via mail you will receive a postcard from FAIR confirming receipt of your application.

If you submit your application on-line at [www.fairapp.com](http://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?**

Please check with your school regarding their financial aid policy for divorced or separated parents. Typically, 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 2019 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 2019 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 2018 Federal Income Tax return, and copies of your 2019 W-2s.

## **Important Notes Before Completing and Submitting Your Financial Aid Application:**

1. When submitting 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.
2. You will receive a postcard from FAIR confirming receipt of your application. You do not need to respond to this communication. If we have any questions or require additional documentation, we will contact you in writing.
3. Please complete **ALL** items that apply to your family. If an item does not apply to you, leave it blank.
4. 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 2020 (next school year)**.
5. There is space provided in **Part VIII: Special Circumstances** for you 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.
6. You **MUST** include:  
Page 1 and 2 of your 2019 US Individual income tax return (Form 1040 and Schedule 1),  
**and** any schedules you were required to file with your return such as:
  - a. Schedule 1 - Additional and Adjustments to Income
  - b. Schedule A - Itemized Deductions
  - c. Schedule B - Interest and Dividend Income
  - d. Schedule C - Self Employment Income
  - e. Schedule D - Capital Gains and Losses
  - f. Schedule E - S Corporations or Rental Property Income
  - g. Schedule F - Farm Income,**and** copies of all your 2019 W-2s and/or 1099 forms,  
**and** a check or money order in the amount of \$30.00 payable to **FAIR**.
7. Documentation for any non-taxable income you listed on your application. This may include SNAP, TANF, Social Security and Disability Income.
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:

Current Housing Arrangement, 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 2020 (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 2020-2021 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 2020.

### **Tuition Amount:**

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

## Part IV: Family Income

The 2019 column refers to **ACTUAL** income amounts for 2019. You **MUST** provide income amounts for 2019.

### Annual Income Items

#### **Total Income:**

Total income from line 7b of your U.S. Individual Income Tax Return Form 1040.

#### **Adjusted Gross Income:**

Adjusted Gross Income from line 8b of your U.S. Individual Income Tax Return Form 1040.

#### **Annual Child Support Received:**

Please indicate the **ANNUAL** amount you received in 2019.

#### **Annual Temporary Assistance for Needy Families (TANF) Received:**

Please indicate the **ANNUAL** amount you received in 2019.

#### **Annual Supplemental Nutrition Assistance Program (SNAP) Received:**

Please indicate the **ANNUAL** amount you received in 2019.

#### **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 2019 tax year to the 2020 tax year please complete this section. We are trying to determine what your income will be during the 2020 tax year. We need to know the **NET** change in income from 2019 to 2020. 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 2019 to 2020.

#### **Reason for Increase:**

Please mark at least one of the reasons listed for your increase in income for 2020. Mark all that apply.

#### **Reason for Decrease:**

Please mark at least one of the reasons listed for your decrease in income for 2020. 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: 2019 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 2019 for all dependents in your household. *Do not include dependent tuitions.*

#### **Charitable Contributions:**

Total charitable cash contributions your household made in 2019.

#### **Child Support Payments made by You:**

The total amount of child support payments **YOU PAID** in 2019.

#### **Alimony Paid by You:**

The total amount of alimony **YOU PAID** to an ex-spouse in 2019.

#### **Total Federal Income Tax:**

This is taken from line 16 of Form 1040

#### **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.

### **Mail the:**

- 1. Completed application**
- 2. Page 1 and 2 of your 2019 US Individual income tax return (Form 1040) and Schedule 1**
- 3. Any schedules you were required to file with your return such as:**
  - a. Schedule 1 - Additional and Adjustments to Income**
  - b. Schedule A - Itemized Deductions**
  - c. Schedule B - Interest and Dividend Income**
  - d. Schedule C - Self Employment Income**
  - e. Schedule D - Capital Gains and Losses**
  - f. Schedule E - S Corporations or Rental Property Income**
  - g. Schedule F - Farm Income**
- 4. Copies of your 2019 W-2's**
- 5. Documentation for any non-taxable income you listed on your application. This may include Food Stamp, TANF, Social Security and Disability income.**
- 6. and payment to:**

**FAIR**  
**P.O. Box 211423**  
**Eagan, MN 55121**