

Financial Assistance Application Information

St. Clare School

2012-2013 School Year

Read this entire document carefully.
This document describes how to apply for scholarship assistance.

Introduction

There are many sources of financial assistance funds for families at St. Clare School. To receive funds from any of these sources, you must complete all necessary application forms and provide requested documentation. In some cases, you may be required to attend an oral interview to provide additional information or explanation.

You must apply or reapply every year to receive financial assistance.

Applicant Instructions

1. All applicants must complete the **Private School Aid Service (PSAS) Student Aid Form**.
2. Applicants with students attending St. Clare School for the first time (new students or new siblings) must complete the **BASIC Fund Application Form**.
3. You must submit these applications, fully completed with all required forms by the deadline to receive assistance.

These applications require you to include completed Federal Income Tax forms.

4. **You must complete each application in full**, attach all necessary documents and provide a check or money order in the amount of \$24.00 made payable to PRIVATE SCHOOL AID SERVICE.
5. Each application has separate instructions that must be followed completely.
Missing information will cause a delay in processing and will prevent you from receiving assistance.
6. **Applications must be returned to school by February 3, 2012.**

You must make an appointment with Cherell Rizzo or William Dempsey to submit your application.

We will review the application with you and return it to you if it is incomplete.

We will keep complete applications, copy them for school use and mail them to the appropriate agencies.

How to Get Application Forms

Applications are available in the School Office.

Applications may also be downloaded from the School Website > *Downloads* link (www.stclareschool.org/downloads).

After You Apply

Completed applications will be sent to the Funding Agencies for further analysis.

Funding Agencies may ask you to provide additional information. *Respond to their requests promptly.*

Funding Agencies may suspend your application until they receive additional information.

Assistance will not be awarded if your application is late, suspended and cannot be processed.

St. Clare School will mail a letter to you describing your financial award after the processing is complete.