Student Aid Form 2012 - 2013

PSAS
Private School Aid Service

PARENT NAME

Mail to:

PRIVATE SCHOOL AID SERVICE
P.O. BOX 89434
CLEVELAND, OHIO 44101-6434

Jewish Primary Day School of the Nation's Capital
Washington, DC
School Code: 7405
PSAS: 0223-0225 P-R-N-B (PK-6)

This form must be postmarked no later than FEBRUARY 2, 2012.

STUDENT NAME

TO COMPLETE THIS APPLICATION YOU WILL NEED TO INCLUDE:

Please note: This application requires documentation for income received in 2011.

1. Detailed copies of all pages and Schedules of your **2011** Federal Income Tax Return Form 1040, 1040A, or 1040EZ **(as filed with the IRS)** for individuals listed in Sections A and B. Recaps and/or Summary Forms are not acceptable. If you file Schedule(s) A, C, E, or F, you must provide copies. If you have not yet filed, or are not required to file a tax return, see the REQUIRED DOCUMENTATION section of the INSTRUCTIONS.
2. Copies of all **2011** W-2 Wage and Tax Statement Forms, all **2011** 1099/1099R for Interest/Dividends, Pensions/Annuities and/or Misc. Income Forms for individuals listed in Sections A and B **(Please make sure all documentation is copied on regular 8 1/2 x 11 paper - documentation CANNOT be returned).**
3. Documentation of TOTAL AMOUNTS received in **2011** for all Non-Taxable Income (see Section G for specific requirements).
4. Check or Money Order payable to PRIVATE SCHOOL AID SERVICE for the non-refundable application fee of $24.00 **(All returned checks will incur an additional fee of $25.00)**.
5. This application form filled out in its entirety, signed and dated by the individuals listed in Sections A and B.

IMPORTANT: If the above items do not accompany this application, your application will not be considered complete.

Keep a copy of this completed application and all documentation for your records.

To check the processing status of your application, go to www.psas.org.

Form 070 (2011)

Save Form | Print Form | Clear Form

Student Aid Form • 2012 - 2013

● IMPORTANT: Print clearly and neatly with a blue or black ball point pen ●

A Parent, Guardian, or Other Adult Responsible for Tuition

Check One: ❍ Father ❍ Mother ❍ Step-Father ❍ Step-Mother ❍ Other Adult

Last Name ____ First Name ____ M.I. ____

Social Security Number ____ Age ____ (Area Code) Home Phone (____) ____

Address ____ Apartment # (if applicable) ____

City ____ State ____ Zip Code ____

(Area Code) Work Phone (____) ____ E-mail Address ____

Employed by ____ How Long? ____ Occupation/Title ____

❍ If you are self-employed, please check and refer to Section K of this form.

May PSAS contact you at work if there are questions? ❍ Yes ❍ No

B Parent, Guardian, or Other Adult Residing with Parent A

Check One: ❍ Father ❍ Mother ❍ Step-Father ❍ Step-Mother ❍ Other Adult

Last Name ____ First Name ____ M.I. ____

Social Security Number ____ Age ____ (Area Code) Home Phone (____) ____

Address ____ Apartment # (if applicable) ____

City ____ State ____ Zip Code ____

(Area Code) Work Phone (____) ____ E-mail Address ____

Employed by ____ How Long? ____ Occupation/Title ____

❍ If you are self-employed, please check and refer to Section K of this form.

May PSAS contact you at work if there are questions? ❍ Yes ❍ No

C Household Information

1. Number of individuals who will reside in my/our household during the **2012-2013** school year:

   Parents/Guardians ________ Children ________ Other* ________

   *If **Other**, please explain ________________________________

2. **Current marital status/housing arrangement of Parent/Guardian A:**

   ❍ a. Single, never Married* ❍ d. Divorced* ❍ g. Residing w/Significant Other
   ❍ b. Married ❍ e. Remarried* ❍ h. Other:
   ❍ c. Widowed ❍ f. Separated*

   *If **Single, Divorced, Remarried, or Separated,** please complete **Section E**.

D Dependents *(DO NOT LEAVE BLANK)*

Number of dependent children who will attend a tuition charging school: daycare, Pre-K, elementary school, secondary school, or college in the fall of 2012? ____________

Please list all dependent children in order of oldest to youngest, including college students. Indicate each dependent's relation to Parent/Guardian A: child, foster child, grandchild, etc.

1	Dependent Last Name	Dependent First Name	MI	Age	School grade in Fall 2012	Amount I/We feel we can pay toward tuition $

Name of Daycare, School, or College	Full Year's Tuition and Fees $	Applying for Aid? ❍ Yes or ❍ No	Amount Paid By Applicants $	Amount Paid By Others $

Name(s) of summer camps/programs child will attend:	School/Agency Code*

Overnight Camp? ❍ Yes or ❍ No	Length of Program	Tuition and Fees $	Applying for Aid? ❍ Yes or ❍ No	Amount Paid By Applicants $	Amount Paid By Others $	Relation to Parent/ Guardian A

2	Dependent Last Name	Dependent First Name	MI	Age	School grade in Fall 2012	Amount I/We feel we can pay toward tuition $

Name of Daycare, School, or College	Full Year's Tuition and Fees $	Applying for Aid? ❍ Yes or ❍ No	Amount Paid By Applicants $	Amount Paid By Others $

Name(s) of summer camps/programs child will attend:	School/Agency Code*

Overnight Camp? ❍ Yes or ❍ No	Length of Program	Tuition and Fees $	Applying for Aid? ❍ Yes or ❍ No	Amount Paid By Applicants $	Amount Paid By Others $	Relation to Parent/ Guardian A

3	Dependent Last Name	Dependent First Name	MI	Age	School grade in Fall 2012	Amount I/We feel we can pay toward tuition $

Name of Daycare, School, or College	Full Year's Tuition and Fees $	Applying for Aid? ❍ Yes or ❍ No	Amount Paid By Applicants $	Amount Paid By Others $

Name(s) of summer camps/programs child will attend:	School/Agency Code*

Overnight Camp? ❍ Yes or ❍ No	Length of Program	Tuition and Fees $	Applying for Aid? ❍ Yes or ❍ No	Amount Paid By Applicants $	Amount Paid By Others $	Relation to Parent/ Guardian A

❍ **Please check if additional dependents are listed on a separate sheet.** ***Refer to School/Agency Code List**

❍ **Please check if additional summer programs will be attended and listed on a separate sheet.**

Will you be applying for other grants (including incentive, non-need based grants)? ❍ Yes ❍ No If so, from where and amounts? ____________ $ ____________

The school/pre-school/camp reserves the right to modify scholarship awards if additional monies received on behalf of the family were not reported in their scholarship application, and that funds not disclosed in the application and later received by the school/pre-school/camp will be considered part of the aid provided.

E Divorced, Separated, or Single Parents
(To be completed by parent or guardian listed in Section A)

1. Date of separation (Month/Year) ______
2. Date of divorce (Month/Year) ______
3. Non-custodial parent ______
   Last Name First Name MI
4. Do you receive or pay child support?
   ❑ Receive $ ______ per year
   ❑ Pay $ ______ per year
   ❑ Neither
5. Who claimed student as a tax dependent in **2011**? ______
6. Who is responsible for the tuition for the dependent(s) listed in Section D?
   ❑ Father ______% Name ______
   ❑ Mother ______% Name ______
   ❑ Other ______% Name ______*

*If tuition is shared, each responsible party must complete a Student Aid Form (SAF).

F Taxable Income

The **2011** federal tax return for student's household was:
- ❍ Filed
- ❍ Not filed yet (See **Required Documentation** section)
- ❍ I/We do not file. I/We only receive non-taxable income

	Actual 2011	**Estimate 2012**
1. Total number of exemptions claimed on Federal Income Tax form.		
2. Parent/Guardian A total taxable income from W-2 wages. (Total income for Parent A only)	$ ______	$ ______
3. Parent/Guardian B total taxable income from W-2 wages. (Total income for Parent B only)	$ ______	$ ______
4. Net business income* from self-employment, farm, rentals, and other businesses. (*Go to Section K) (Attach Schedules C, E, and/or F from your IRS 1040)	$ ______	$ ______
5. Other non-work taxable income from interest, dividends, alimony, unemployment, and non-business income.	$ ______	$ ______
6. Allowable "Adjustments to Income" as reported on your IRS 1040, 1040A, or 1040EZ.	$ ______	$ ______
7. Total "Adjusted Gross Income" as reported on your IRS 1040, 1040A, or 1040EZ.	$ ______	$ ______
8. Total Tax Paid as reported on your IRS 1040, 1040A, or 1040EZ.	$ ______	$ ______
9a. Medical/Dental expenses as reported on Schedule A, line 1 of your IRS 1040 form.	$ ______	$ ______
9b. Charitable Contributions as reported on Schedule A, line 19 of your IRS 1040 form.	$ ______	$ ______

G Housing Information *(DO NOT LEAVE BLANK)*

1. Do you rent or own your residence? ❍ Rent ❍ Own (go to line 22)
2. If renting, what is the monthly rental payment? $ ______
   a. Amount paid by household $ ______ per month
   b. Amount paid by other source(s) $ ______ per month
   c. Are you current on your monthly payment? ❍ Yes ❍ No
      If No, what was the total amount paid in **2011**? $ ______
3. If you own a residence:
   a. What is the current market value? $ ______
   b. What is the amount still owed, including home equity loans? $ ______
   c. What is the monthly mortgage payment? $ ______ per month
   d. Year home was purchased ______

H Non-Taxable Income

List the **total amount** received from **1/1/11-12/31/11** for all recipients in the household. **DO NOT** list monthly amounts.

1. Child Support $ ______ per year
2. **Cash Assistance (TANF) $ ______ per year***
3. **Food Stamps and/or W.I.C. $ ______ per year***
   a. Medicaid received in 2011? ❍ Yes ❍ No
4. **Social Security income (SSA/SSD, etc.) (Provide documentation for all recipients in household.) $ ______ per year***
   a. Social Security income (SSI Only) Total received in 2011 $ ______* (Provide documentation for all recipients in household.)
5. **Student loans and/or grants received for PARENT's education (Not college attending dependents or students listed in Section D.)**
   a. Total received in 2011 $ ______*
   b. Total used for household expenses $ ______ per year*
6. **Housing Assistance (Sec. 8, HUD, etc.) $ ______ per year***
   a. Religious Housing Assistance (parsonage, manse, etc.) Total received in 2011 $ ______*
7. **Other non-taxable income (Working for cash, Adoption and/ or Foster Subsidy, Worker's Comp., Disability, Pension/ Retirement, etc. Identify source(s) on a separate sheet.) $ ______ per year***
   a. Any and all Military/VA Benefits and/or Compensation Total received in 2011 (Identify source(s) on a separate sheet.) $ ______ per year*
8. Loans/Gifts from friends or relatives $ ______ per year
9. Personal Savings/Investment Accounts used for household expenses (Do not include totals listed in Section I) $ ______ per year
10. Total non-taxable income for **2011** $ ______ per year

***You must provide 2011 YEAR-END documentation for items 2-7a; either a YEAR-END Statement from the appropriate Public Agency, or documentation showing totals from 1/1/11-12/31/11.**

I Assets & Investments (Current Values)

1. Total amount in cash, checking, and savings accounts $ ______
2. Total value of money market funds, mutual funds, stocks, bonds, CDs, or other securities $ ______
3. Total value of IRA, Keogh, 401K, SEP, or other retirement accounts
4. Do you or any of the dependent children have a trust fund or Section 529 plan? ❍ Yes ❍ No
   If **Yes**, list value. $ ______
5. If you own real estate other than your primary residence:
   a. What is the fair market value? $ ______
   b. What is the amount still owed? $ ______
6. Do you own a business? ❍ Yes ❍ No
   If **Yes**, please go to **Section K**.
   a. What is the fair market value of your business? $ ______
   b. What is the amount still owed?
   c. Monies received from rental, investment, or OTHER partnership and business ventures? $ ______
7. Do you own a farm? ❍ Yes ❍ No
   If **Yes**, please go to **Section K**.
   a. What is the fair market value of your farm? $ ______
   b. What is the amount still owed? $ ______
8. What is/are the make, model, year, value, payment amount, and year acquired of your automobile(s)? Indicate whether leased or owned.

	Make	Model	Year	
a.	______	______	______	❑ Leased
	$ ______ Value	$ ______ Payment Amount	______ Year Acquired	❑ Owned
b.	______	______	______	❑ Leased
	$ ______ Value	$ ______ Payment Amount	______ Year Acquired	❑ Owned
c.	______	______	______	❑ Leased
	$ ______ Value	$ ______ Payment Amount	______ Year Acquired	❑ Owned

9. Do you own any assets, not already listed, that are valued or which cost $20,000 or more (i.e. jewelry, china, art, horses, etc.)? ______ $ ______
   Item Value

Keep a copy of this completed application and all documentation for your records.

Go to next page ➡

Parent/Guardian A: ______________________________ SS#: ____________________
Print Name

J Unusual Circumstances (Check all that apply to your situation within the past 12 months)

- ❑ a. Loss of job
- ❑ b. Recent separation/divorce
- ❑ c. Change in family living status
- ❑ d. Change in work status
- ❑ e. Bankruptcy
- ❑ f. College expenses
- ❑ g. Income reduction
- ❑ h. Illness or injury
- ❑ i. Death in the family
- ❑ j. Shared custody
- ❑ k. High debt
- ❑ l. Child support reduction
- ❑ m. Medical/Dental expenses
- ❑ n. Shared tuition
- ❑ o. Other (on a separate sheet.)

K Business Income Estimate (2011 Totals)

(If you have not filed your 2011 Tax Return, and are Self-Employed, own a business, rental property, and/or farm - DO NOT LEAVE BLANK)

	Schedule C	Schedule E	Schedule F
1. What is your total estimated **GROSS** business taxable income?	$ ________	$ ________	$ ________
2. What is your total NET business taxable income/loss? (DO NOT LEAVE BLANK)	**$ ________**	**$ ________**	**$ ________**

3. If your business pays your home rent or mortgage, what is the annual total? $ ________
4. If your business pays for your personal automobile, what is the annual total? $ ________
5. If your business pays any portion of other personal expenses, list total amount and explain in Section L. $ ________
6. If you own rental property: What was the total amount of Rental Income received? $ ________

L Other Expenses

1. List any leisure related travel or vacation expenses for any family members of your household during 2011.

2. List any clubs, fees or dues paid by or for any household member during 2011.

3. List all expenses for any extracurricular activities, sports, classes, lessons, tutors, or therapies for any member of your household for 2011.

4. List other expenses, not specifically asked for above or explain any answers which may need clarification.

M Certification, Authorization, and Documentation Requirements

WHAT IS REQUIRED TO PROCESS THIS APPLICATION

(IF ANY OF THE FOLLOWING IS MISSING, YOUR APPLICATION WILL NOT BE CONSIDERED COMPLETE.)

1. This application form filled out in its entirety, *SIGNED AND DATED BELOW* by the Parent(s)/Guardian(s) listed in Sections A and B.

2. A check or money order made payable to PRIVATE SCHOOL AID SERVICE in the amount of $24.00. *This is a non-refundable application fee.*

3.

If you have filed a 2011 IRS Form 1040:

A complete photocopy of your **2011** Form 1040, 1040A, or 1040EZ (as filed with the IRS, including all Schedules). **2011** W-2 Forms, **2011** 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s).

If you have not yet filed a 2011 IRS Form 1040:

A complete photocopy of your most recent Form 1040, 1040A, or 1040EZ (as filed with the IRS, with all Schedules). **2011** W-2 Forms, **2011** 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s). ***If this application is submitted after April 15, 2012, you must provide a copy of the 2011 Extension for Filing Request, as approved by the IRS and a copy of your last filed tax return.***

If you do not file an IRS Form 1040 AND receive only non-taxable income:

Photocopies of your **2011** YEAR-END Social Services statement (TANF, etc.). Food Stamp documentation, Housing Assistance documentation, Student Loans and/or grant documentation for parent's education, Social Security income statements showing **TOTAL AMOUNTS** received in **2011** for ALL members of the household.

SIGN HERE

I/We declare that the information on this form is true, correct, and complete to the best of my/our knowledge. I/We authorize PRIVATE SCHOOL AID SERVICE to return this form and all attachments only to the schools and agencies named in Section C under contract with PSAS.

Parent/Guardian A ____________________ **Date** ________ **Parent/Guardian B** ____________________ **Date** ________

This Student Aid Form (SAF), all attachments and an analysis of your SAF are sent only to the school(s) or agencies contracting with PSAS. **You will not receive results from PSAS.** No other agency will see or receive any information about this application or its attachments.

Mail completed application and photocopies of all documentation to:
PRIVATE SCHOOL AID SERVICE, P.O. BOX 89434, CLEVELAND, OH 44101-6434

Questions? Call: (440) 892-4272

INTRODUCTION

PRIVATE SCHOOL AID SERVICE (PSAS) is under contract with the program, school system, or organization from which you obtained this application for tuition assistance. Our purpose is to provide a reasonable assessment of the ability of each family to pay for the education of their children at private and independent elementary and secondary schools or other programs.

Your Student Aid Form, all attachments, and an analysis of your SAF are sent only to the program(s) or agencies contracting with PSAS. ***No other agency will receive any information about this application or its attachments.***

PRIVATE SCHOOL AID SERVICE does not make any decisions about recipients and amounts of financial aid awarded. Recipients and amounts of aid are determined by the designated program or agency. **YOU WILL NOT RECEIVE RESULTS FROM PRIVATE SCHOOL AID SERVICE.**

INSTRUCTIONS

A & B Parent, Guardian, or Other Adult

This form should be filled out by the parent, guardian or other adult responsible for the tuition of the child or children attending a private or independent program contracting with PSAS. If the parents/guardians are divorced or separated, only the parent responsible for the tuition and any other adult residing in the household should fill out the form. If tuition is shared, each responsible party must complete a Student Aid Form (SAF) if financial aid is needed.

Answer *all questions* for both parent(s), stepparent(s), or guardian(s) responsible for tuition for the dependent(s) listed in Section D. **Do not leave any questions blank.** If natural parents are divorced, separated or single, answer all questions in Section E. If natural parents are divorced/separated and remarried, list information for custodial parent and new spouse. If either parent answers "self-employed," and has not filed a tax return, complete Section K.

CALCULATIONS ARE BASED ON TOTAL HOUSEHOLD INCOME.

Detach Here

C Household Information

ITEM 1: Enter total number of individuals living in the household. Include any college students claimed on the tax return. Do not include children who have moved out of the home. Include all family members dependent on and residing with the parent listed in Section A.

ITEM 2: Check the appropriate box indicating custodial parents' marital status. If parents are single, divorced, remarried, or separated, complete Section E.

D Student Information

List all dependent children residing in your household in order of oldest to youngest. List the grade each dependent will enter in the fall of 2012, the age of your dependents, and the amount of tuition you feel you can pay. If your dependents will be enrolled in any tuition charging school or agency next fall (including daycare, preschool, pre-k, elementary school, high school, college, or trade school), list the name of the school, the amount of tuition and fees charged, the amount of tuition that you will pay and the amount that will be paid by others (i.e. grandparents, aunts, uncles, scholarships, etc.). Name the summer camps and summer programs that your dependents will attend, whether or not it is an overnight camp, length of program, full tuition and fees charged. Indicate whether you have applied for aid, the amount paid by you, and the amount paid by others. Indicate each dependents relation to the Parent/Guardian listed in Section A.

NOTE: The information regarding tuition charged per student assists PSAS in making the most equitable analysis of your ability to pay for private programs. If you are unsure, please estimate.

E Single, Divorced, Remarried, or Separated Parents

If dependent(s) parents are divorced or separated, or do not reside in the same household, the custodial parent must provide the information requested in Section E about the non-custodial parent.

If the date of separation took place in the year 2011, PSAS will require copies of any tax returns filed jointly or independently by both parent(s)/guardian(s) for 2011. Be sure to estimate the income in Section F for 2012.

ITEM 4: List the total amount of child support actually received by custodial parents listed in Sections A & B. If total received differs from court ordered amount, list only the total received.

ITEM 6: Indicate who is responsible for tuition and what percentage for the dependents listed in Section D.

F Taxable Income

List all actual amounts for **2011** and estimated amounts for **2012**.

ITEM 1: Enter the total number of exemptions you claimed on your **2011** IRS Form 1040, 1040A, or 1040EZ.

ITEM 2: Enter the total **2011** taxable income earned in wages, salaries and tips for parent/guardian/other listed in SECTION A. Attach all copies of **2011** W-2 forms and/or **2011** 1099 forms from all employers.

ITEM 3: Enter the total **2011** taxable income earned in wages, salaries and tips for parent/guardian/other listed in SECTION B. Attach all copies of **2011** W-2 forms and/or **2011** 1099 forms from all employers.

ITEM 4: Enter the total net income from business (attach Schedule C or C-EZ), all rents, royalties, partnerships (attach Schedule E), and all farm income or loss (attach Schedule F). If you have received income from any of these sources and are estimating your income for **2011**, you must also fill out Section K of this application.

ITEM 5: Enter the total of all other taxable income from interest, dividend income (attach Schedule B if over $400), taxable refunds, credits or offsets of state and local income taxes, alimony received, capital gain or loss (attach Schedule D). List all capital gain distributions not previously reported, total IRA distributions (if rolled-over, explain in Section L), pensions and annuities, unemployment compensation, taxable social security benefits, and any other taxable income. **Attach copies of all Form 1099/1099R, and/or Form 1098 for Interest/Dividends, Pensions/Annuities or other misc. income. Attach copies of Social Security Income statements and Unemployment Compensation documentation for year-end 2011.**

ITEM 6: Enter allowable adjustments to income, such as IRA payments, self-employment tax, self-employed health insurance deduction, Keogh retirement plan and self-employed SEP deductions, penalty on early savings withdrawals, and alimony paid. Add together to arrive at your total adjustments. **DO NOT** include your standard deduction or deduction amounts for each family member.

ITEM 7: Enter total adjusted gross income as reported on your IRS Form 1040, 1040A or 1040EZ. Attach all pages of the applicable tax form (1040, 1040A, 1040EZ) for documentation.

ITEM 8: Enter the Total Tax paid (not withheld) as reported on your IRS Form 1040, 1040A, or 1040EZ.

ITEM 9a: Enter the total of any medical and dental expenses as reported on Schedule A, line 1 of your IRS Form 1040 (attach Schedule A).

ITEM 9b: Enter the total amount of Charitable Contributions as reported on Schedule A, line 19 of your IRS Form 1040 (attach Schedule A).

Keep a copy of this completed application and all documentation for your records

G Housing Information

ITEMS 1 and 2: If you rent your home or apartment, list your monthly rental or lease payment here, including amounts paid by household and other sources.

ITEM 3a: Determine the present value of the family home and list it. Local real estate agents should be able to help you if you are unsure.

ITEM 3b: Check with your lending institution and enter the amount still owed, including second mortgages.

ITEM 3c: List your monthly mortgage payment.

ITEM 3d: List the year that your home was purchased.

H Non-Taxable Income

If you receive non-taxable income, **you must list and provide documentation of the TOTAL YEARLY AMOUNTS received in 2011** for all recipients in the household for the following: Cash Assistance (TANF), Food Stamps, Social Security income, Student loans and/or grants (received for PARENT's education), Housing assistance (Section 8, HUD, etc.), Worker's Compensation, Disability or Retirement.

ITEM 1: Child support: Report total amount received for **2011** for all children in the household.

ITEM 2: Cash Assistance (TANF): Report total amount received for **2011**.

ITEM 3: Food Stamps and/or W.I.C.: Report total amount received for **2011**. Do not combine with TANF or Medicaid.

ITEM 3a: Did you receive Medicaid in **2011**?

ITEM 4: Social Security benefits: Report the total non-taxable (**SSA/SSD, etc.**) amount received in **2011** for all recipients in household.

ITEM 4a: Social Security benefits: Report the total non-taxable (**SSI ONLY**) amount received in **2011** for all recipients in household.

ITEM 5: Student loans and/or grants: Report the total amount received in **2011** for PARENT'S education. Do not list loans, grants or scholarships received for dependents in Section D. Identify how much of this income was used for household expenses in **2011**.

ITEM 6: Housing assistance: Report the total amount received for **2011**. Identify in Section L all sources of Housing assistance (government assistance, Section 8, HUD, family/friends or other sources), including monies received toward rental/mortgage payments and/or utilities.

ITEM 6a: Religious Housing assistance: Report the total amount received for **2011**.

ITEM 7: Other non-taxable income: Report all additional non-taxable income received in **2011** including: Working for cash, Deductible IRA or Keogh payments; untaxed portions of pensions; tax exempt interest income; foreign income exclusion; Workers' Compensation; cash support or any money paid on your behalf, including support from a non-custodial parent or any other person (do not include court ordered support here); adoption and/or foster care subsidy, or any other benefit or income not subject to taxation by any government (Refugee Assistance, etc.). Identify source(s) on a separate sheet.

ITEM 7a: Any and all Military/VA Benefits and/or Compensation: Provide your Leave and Earnings Statement (if applicable) and report the total amount received for **2011** of food and other living allowances paid to members of the military, veterans non-education benefits (Death Pension, Dependency and Indemnity Compensation, etc.), VA Educational Work-Study, etc. Identify source(s) on a separate sheet.

ITEM 8: Loans/Gifts received from friends or relatives: Report the total amount received in **2011**.

ITEM 9: Personal Savings/Investment Accounts: Report the total amount used in **2011** for household expenses.

ITEM 10: Total non-taxable income for 2011: Add together Items 1-9

I Assets and Investments

ITEM 1: List total of current balances in cash, savings, and checking accounts. Do not include IRAs or Keoghs.

ITEM 2: List total current market value of money market funds, mutual funds, stocks, bonds, CDs or other securities.

ITEM 3: List total current market value of all retirement funds, including IRA, Keogh, 401K, and SEP plans or other retirement accounts. List total amount contributed in **2011** for Item 25a.

ITEM 4: Indicate if you or anyone in the household has a trust fund or Section 529 plan, and if so, list the value.

ITEM 5: Answer Items 5a and 5b for any and all investment real estate (not including the family's primary residence), if applicable. Second homes, rental properties, and land contracts should be included.

ITEM 6: If you own a business, check the Yes box and answer Items 6a, 6b, and 6c. If you have not filed your **2011** tax return, complete Section K of this application.

ITEM 7: If you own a farm, check the Yes box and answer Items 7a and 7b. If you have not filed your **2011** tax return, complete Section K of this application.

ITEM 8: List the make, model, year, value and payment amount of your automobile (s).

J Unusual Circumstances

Check any and all items that apply to your situation. If your circumstances require explanation beyond the scope of this application, please notify the program to which you are applying. Do not include a letter of explanation with this application.

K Business Income

Provide 2011 Business Income Estimates if you have not filed your 2011 Tax Return.

ITEM 1: List estimated total GROSS taxable business income for **2011**.

ITEM 2: List estimated total NET taxable business income/loss for **2011**.

ITEM 3: List the total amount paid by business in **2011** for home rent or mortgage.

ITEM 4: List the total amount paid by business in **2011** for personal automobile.

ITEM 5: List the total amount of personal expenses paid by business in **2011** that do not fall into one of the categories above.

ITEM 6: List total amount of estimated rental income received in **2011**.

If providing income estimates for more than one business, corporation or farm (Schedule C, Schedule E and/or Schedule F) please list information for each business, corporation or farm separately. Use additional sheet or Section L, if necessary.

L Other Expenses

Provide information regarding other expenses.

M Certification, Authorization, and Documentation Requirements

You **must** sign the form in this section. Your signature authorizes PSAS to release the form and attachments to the contracting programs indicated in Section D. By signing the form, you also certify that the information submitted is correct. This application CANNOT be processed without the appropriate signature(s) and the appropriate documentation.

REQUIRED DOCUMENTATION

If you have filed your 2011 IRS Form 1040:

You must submit photocopies of all pages of your **2011** Federal Tax Return Form 1040, 1040A or 1040EZ (as filed with the IRS, with all Schedules, **2011** W-2 Forms, **2011** 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s). *Do not include your State tax return unless requested.*

If you have *not* filed your 2011 IRS Form 1040:

You must submit photocopies of all **2011** W-2 Forms, **2011** 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s), and photocopies of all pages of your most recent Federal Tax Return Form 1040, 1040A or 1040EZ (as filed with the IRS, with all Schedules). ***If this application is submitted after April 15, 2012, you must provide a copy of the 2011 Extension for Filing Request, as approved by the IRS.***

If you are an Independent Contractor or self-employed and have *not* filed your 2011 IRS Form 1040:

You must complete Section K and submit photocopies of all pages of your most recent Federal Tax Return Form 1040, 1040A or 1040EZ (as filed with the IRS, with all Schedules), **2011** W-2 Forms, **2011** 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s). ***If this application is submitted after April 15, 2012, you must provide a copy of the 2011 Extension for Filing Request, as approved by the IRS.***

If you receive non-taxable income:

You must submit photocopies of your **2011** YEAR-END (**01/01/11 - 12/31/11**) Cash Assistance documentation (TANF, etc.), Food Stamp documentation, Housing Assistance documentation, Student loan and/or grant documentation (for PARENT's education), Social Security Income statements, showing the **TOTAL AMOUNT** received in **2011** for ALL members of the household. If you list any total for line 16, you must identify source(s) on a separate sheet.

SCHOOL/AGENCY CODE LIST

Code	School/Agency Name	Address	City	State	Grades/Ages
3257	Charles E. Smith Jewish Day School	Lower - 1901 E. Jefferson St. Upper - 11710 Hunters Ln.	Rockville	MD	K-12
3793	Gesher Jewish Day School	4800 Mattie Moore Ct.	Fairfax	VA	K-8
7405	Jewish Primary Day School of the Nation's Capital	6045 16th St. NW	Rockville	MD	PK-6
4952	Hebrew Day Institute	2200 Baltimore Rd.	Rockville	MD	K-6
3797	Melvin J. Berman Hebrew Academy	13300 Arctic Ave.	Rockville	MD	PK-12
3798	Torah School of Greater Washington	2011 Linden Ln.	Silver Spring	MD	K-6
3799	Yeshiva of Greater Washington	Girls - 2011 Linden Ln. Boys - 1216 Arcola Ave.	Silver Spring	MD	7-12
3791	Capital Camps & Retreat Center	12330 Wilkins Ave.	Rockville	MD	3-12
3748	Jewish Community Center of Greater Washington	6125 Montrose Rd.	Rockville	MD	**PK** (2yrs-K) **Camp** (4yrs-grade 9) **Special Needs** (12-21yrs)
3749	Jewish Community Center of Northern Virginia	8900 Little River Turnpike	Fairfax	VA	**PK** (4wks-4yrs) **Camp** (K-10)
3750	Washington DC Jewish Community Center	1529 16th St. NW	Washington	DC	**PK** (2-5yrs) **Camp** (5-12yrs)

List School/Agency Code in Section D of the SAF.

Avoiding the Most Common Errors

THE MOST COMMON ERROR THAT APPLICANTS MAKE IS SENDING THE APPLICATION INCOMPLETE. IN ORDER FOR AN APPLICATION TO BE REVIEWED, IT MUST INCLUDE:

- All pages of your **2011** IRS Form 1040, 1040A, or 1040EZ (Federal Income Tax Return). **Do not send your state tax return, recap, or tax summary.** (If you have not yet filed your **2011** IRS Form 1040, or you do not file, please see the Required Documentation Section of the instructions.)
- **2011** W-2 and/or 1099 Forms for individual(s) listed in Sections A and B **(Please make sure all documentation is copied on regular 8½ x 11 paper)**.
- Non-taxable income verification.
- A check or money order for the non-refundable application fee of $24.00. All returned checks will be subject to an additional $25.00 fee.
  - ✓ Print clearly and neatly with a blue or black ball point pen.
  - ✓ ***Make a photocopy of your completed Student Aid Form and all supporting documentation for your records.***
  - ✓ Do not staple ANYTHING to the Student Aid Form.
  - ✓ Submit the original application only.
  - ✓ Affix proper postage to the envelope (applications without sufficient postage will be returned by the post office).
  - ✓ If you would like to receive notification that PRIVATE SCHOOL AID SERVICE has received your application, enclose a self-addressed stamped postcard or envelope with your application.
  - ✓ **Do not send any original documents. Originals cannot be returned**.

PSAS CANNOT PROCESS YOUR APPLICATION IF YOU HAVE NOT INCLUDED THE REQUIRED DOCUMENTATION AND APPLICATION FEE.

Other Common Errors

A & B Parent, Guardian, or Other Adult

List the parent, guardian or other adult responsible for tuition and any other adult residing in the household. Complete each section in its entirety, including age, social security number, and name of employer. If you are self-employed, check the box and refer to Section K.

C Household Information

This section should include the total number of parents, children and other individuals residing in the household. Any household member listed as “Other” should be identified, using another sheet if necessary for explanation.

D Student Information

List all dependent children, including college students, in order of oldest to youngest. *If any dependents will attend a tuition charging program next fall, fill in all columns for those children.*

E Single, Divorced, Remarried, or Separated Parents

This section should be completed by the custodial parent with information about the non-custodial parent.

F Taxable Income

Answer Items 1–9b for BOTH **2011** and **2012**. *YOU MUST include documentation of all income received by both parents/guardians residing with the applicant(s).* If you are divorced or separated and receive child support, list the yearly amount in Section E, Item 4 and Section H, Item 1.

G Housing Information

If you rent your home, list your monthly rental payment, including any payments made by sources other than the household. If you own your home, answer Items 3a, b, c, and d.

H Non-Taxable Income

List the **YEARLY** amounts received for Items 1-10. *Remember, do not list monthly amounts.*

I Assets and Investments

Enter the totals for Items 1, 2, and 3 based on your investment, savings, and/or checking statements. If you own rental or investment property, answer Items 5a and 5b. *You must include Schedule E from your IRS Form 1040.*

If you answered “Yes” to Items 6 or 7 and are estimating **2011** income, complete Section K of the application. *You must include Schedule C, E and/or Schedule F from your IRS Form 1040.*

J Unusual Circumstances

Check boxes for any unusual or relevant circumstances which affect the applicant. If you feel that your circumstances require explanation beyond the scope of this application, please notify the program to which you are applying. Do not include a letter of explanation with this application.

K Business Income (if estimating **2011** income)

Answer each question that pertains to your estimated income.

L Other Expenses

Provide information regarding other expenses.

M Certification, Authorization, and Documentation Requirements

Confirm that you have attached **ALL REQUIRED DOCUMENTATION** and that you have signed the application.

Detach Here