



Tuition Assistance Application Form Academic Year 2017-2018

This application is designed to be filled out on a computer using [Adobe Reader](#). To begin your confidential application for a Nazareth Guild tuition assistance grant, complete this form on a computer with printing capabilities. Then print and sign the application and turn it in to the school along with any necessary financial documentation (see below). A completed application packet should be turned in to each school that your family is applying for assistance. Each school sets its own deadline for submission—check with the school directly for their deadline. The school will forward your completed application to the Nazareth Guild. **Please do not mail your application directly to the Nazareth Guild.** If your student is awarded a Nazareth Guild tuition assistance grant, the grant funds will be transferred directly to the Catholic school your student is attending.

Application Procedure

1. Locate the 2016 Federal IRS 1040, 1040A, or E-file printout for the financially responsible parent(s) or guardian(s). If you do not have 1040 documentation, please contact your school's principal for guidance in filling out the application.
2. If you have Non-Taxable Income (Part C-3), locate the applicable documents such as 1099, federal or state aid statement, alimony or child support statement.
3. Designate your school and enter your information in Part A to D below. Please **do not** enter information in ALL CAPS.
4. Print and sign Part E of your completed application.
5. Bring your signed application along with your tax forms and other financial documentation, or letter explaining extraordinary circumstances to the school by the deadline (each school sets their own local deadline).
6. The principal will review your application and documentation for accuracy and approve it by signing in Part F. Once approved, your application will be forwarded on to the Nazareth Guild. **Please Note: Tax forms and other financial documentation will NOT be forwarded on to the Nazareth Guild.**

School name: _____ **School city:** _____

Part A: Financially Responsible Parent or Guardian Biographical Information

Last Name of Parent/Guardian: _____ First Name: _____ Gender: Female Male Name of Spouse/Guardian (first name, last name; if applicable): _____	Address: _____ City: _____ State: _____ Zip Code: _____ Phone (include area code): _____ Email (optional): _____
Age of oldest parent or guardian: _____ Marital Status: Married Not married Total Family Size: _____ (Include parents and all dependents residing at address above) Enrolled Students: _____ (Students in a K-12 Catholic school plus number of college students whose tuition you pay)	

Part B: Student Applicant(s) Requesting Aid

Student Last Name	Student First Name	Grade in '17-'18 School Year (K-12)	Current Value of Student's Assets (if over \$1000)

Part C: Parent Income and Asset Information (if not applicable enter 0; do not use \$ or commas)

1. Wages, Salaries and Tips. Enter your sum total 2016 earned wages, salaries and tips. If filing jointly, the sum is equal to line 7 on IRS form 1040/1040A. If spouses filed separately, add the amounts.	_____
2. Adjusted Gross Income. Enter the adjusted gross income reported on the 2016 form 1040-line 37, or 1040A-line 21. If spouses filed separately, enter the sum of the two adjusted gross income amounts.	_____
3. Non-Taxable Income. (Child Support + Welfare (ADC) + Social Security + Other non-taxable income) Enter the ANNUAL amount received in 2016 for the entire family. Attach copies of documents from the relevant state or federal agencies and enter the total non-taxable income.	_____
4. Total Tax Paid. Enter the 2016 total tax amount (form 1040-line 63, or 1040A-line 39). Note: This is not the amount withheld. If spouses filed separately, enter the sum of the two tax paid amounts.	_____
5. Investments/Savings. Enter the total current value of all savings and checking accounts, retirement funds (like IRA and 401K), investments, and trust funds for the entire family.	_____
6. Family Residence Equity. (Present Assessed Value – Unpaid Mortgage) If you own a home, enter the difference of the Present Assessed Value and Unpaid Mortgage. If renting, enter zero.	_____
7. Other Real Estate. (Present Assessed Value – Unpaid Mortgage/Liability) If you own other real estate, enter the difference of the Present Assessed Value and Unpaid Mortgage or Liabilities. If none, enter zero.	_____
8. Business/Farm. (Present Market Value – Unpaid Mortgage/Liability) If you own a business/farm, enter the difference of the Present Market Value and Unpaid Mortgage or Liabilities. If none, enter zero.	_____

Part D: Extraordinary Needs (Optional) * Requires School Principal Signature *

1. I am reporting a substantial difference in my current income from my 2016 tax form. Bring documentation such as current W-2 forms, paystubs or unemployment payments for principal review. Enter your current or predicted annual income including all sources, such as unemployment, severance pay, government assistance, alimony, child support, etc.	Yes No
2. I am reporting extraordinary expenses in 2016 . This can include major medical expenses, disaster repair, legal, emergency or other expenses. Bring documentation such as receipts for principal review. Enter the total amount of extraordinary expenses in 2016 up to \$20,000.	Yes No
3. I am attaching a letter describing my extraordinary circumstances or extreme hardship such as serious or prolonged illness preventing employment, family care-giving financial responsibility, domestic abuse, home foreclosure or other difficulties.	Yes No

Part E: Parent(s) or Guardian(s) Authorization (sign printout)

I (we) declare that the information on this application is true and complete. I (we) authorize the designated school to transmit this application, and supporting documents/letters (not including tax forms) to the Nazareth Guild. Signed by:

Financially Responsible Parent or Guardian Other Parent/Guardian Date

Please Note: No personal identifying information concerning applicants will be made public. We reserve the right to use statistical information that does not personally identify the applicants to evaluate our programs and provide information to our stakeholders.

Part F: Principal or Coordinator Review and Approval

By signing below, I acknowledge that I have verified the information contained in this application and agree that it is accurate to the best of my knowledge.

Principal Signature: _____ Date: _____