



## Tips for Completing the PSAS Student Aid Form

PSAS processes the Student Aid Forms for the school your child or children are attending. We understand that applying for financial aid has become more difficult and stressful because of the increasing demand on families for more complicated information. Understand that PSAS only requests information that is necessary to provide a fair and objective analysis of the ability of each family to pay for a private education. We **never** share any of your information with anyone other than the designated contacts at the school or program to which you are applying. Below are some tips that should prove helpful in trying to complete your application accurately, completely and on time to ensure consideration of your application by your school or program.

- Set aside a few hours to complete the application at least 2 weeks before the deadline.
- Before beginning, gather the following information:
  - Your most recent tax return and ALL schedules, W2s, 1099s, etc.
  - Any and all year-end summaries for TANF, SNAP, SSI, Housing, etc.
- Read the ENTIRE application from start to finish before beginning to complete it and put a mark by any questions where you think the information may prove hard to find.
  - This step is often skipped, but will prove useful in making sure you complete the application correctly and in its entirety.
- Make a photocopy of the blank application pages to fill out for practice (print application only) as schools often have a limited supply of the print application.
- When answering the questions, be accurate and honest. Answer every question to the best of your ability.
- Do not leave any questions blank. Applications are reviewed for completeness and may be put on hold until necessary questions are answered.
- Be sure to list ALL of your dependents in Section C. The PSAS process takes household size as well as the number of students in tuition-charging schools into account in the calculations.
- **Never** omit any information thinking it may increase your award. This usually require hiding income, which is often revealed during our review process which will result in the application going on hold for clarification and documentation.
- Be sure that you complete Section G, answering all questions and providing all documentation requested.
- When your application goes on hold, it puts you at risk of not being included in the reports sent to the school. It is imperative that you fill out the form thoroughly and answer any hold inquiries promptly.
- If any part of Section E applies to you, there may be additional documentation required. Check the instructions for details.
- If you are answering a question and feel like your answer requires explanation, please be sure to mention it in Section L. The comments found here may be read and considered, usually by school and program administrators.
- Make sure you include payment (or a voucher, if applicable) with your application.
- When sending documentation, always send copies on standard letter size paper. **Never** send originals, as they cannot and will not be returned.
- Make sure the copy of your 1040 tax return is SIGNED.