

FINANCIAL AID APPLICATION INSTRUCTIONS AND POLICY INFORMATION SCHOOL YEAR 2012 - 2013

Bishop Chatard will again be using Private School Aid Service (PSAS) to assess the financial needs of our families. Directions provided on the application form outline the information and documentation that is required for your application to be processed. There are five (5) items listed on the cover of the packet, including a non-refundable application fee, which must accompany your application. PSAS will not process your application if you fail to include any of those items. During evaluation of the information that you provide, if PSAS has questions or needs clarification, they will contact you. Please respond to any inquiry by PSAS on a timely basis. Failure to do so will result in the denial of a financial aid award to your family.

All parents must complete the same "Student Aid Form" and submit it to PSAS. For the purpose of completing this application, the non-custodial parent should complete the information as though he/she is the custodial parent.

Complete the enclosed Student Aid form and mail to:

Private School Aid Service
P.O. Box 89434
Cleveland, OH 44101-6434

Do not mail this form to the school. Be certain to include a check or money order for the processing fee of \$24.00.

A completed report will be sent to BCHS. In order to be considered for financial aid, the form must be postmarked **NO LATER than December 16, 2011**. We recommend that you ask the post office for a receipt when you mail your application. The Bishop Chatard financial aid review committee may require additional information/documentation from you. It is your responsibility to provide whatever additional documentation is requested.

Applicants that do not meet the stated deadline will be processed at a later date. Please be aware that late or incomplete applications or application materials may result in a reduced financial aid award, if an award is granted. Please address any questions regarding the application instructions to Mrs. Meg Horcher at 251-1451 Ext. 2251 or email at mhorcher@bishopchatard.org.

Forms are available on the Bishop Chatard website.

Please see reverse side for financial aid policy information.

FINANCIAL AID POLICIES

1. **FINANCIAL AID IS GRANTED ONLY ON THE BASIS OF NEED!** The level of need is determined by the school and may not correspond to the level indicated by the report from Private School Aid Service.
2. Parents/Guardians (whether they are custodial or non-custodial) must complete the Student Aid Form and submit it to PSAS along with the required 2010 federal income tax return and related documentation. All Student Aid Forms must be directed to PSAS (not to Bishop Chatard) and **MUST BE POSTMARKED BY DEC. 16, 2011.**
3. Bishop Chatard High School reserves the right to request any further documentation, including copies of divorce decrees and agreements with non-custodial parents, tax records, etc.
4. Financial aid is applied only to tuition. Other fees, including the capital assessment fee, must be paid in full.
5. Financial aid is granted for one academic year at a time and is not automatically renewable at the same level.
6. If there are extenuating circumstances that are not taken into consideration by the Student Aid Form or the federal tax records, applicants are encouraged to submit a letter or email explaining the circumstances. All letters must be submitted to the BCHS tuition office **no later than Dec. 16, 2011**
7. Financial aid awards will be communicated by March 1st for those applicants who met the stated application deadlines. **Late or incomplete applications or application materials may result in a reduced financial award, if an award is granted.**
8. After receiving the financial aid award, the parent may appeal the decision of the financial aid review committee by sending a letter to the school's Director of Business Operations explaining why the award should be reviewed.
9. Parents have the obligation to inform the school of any changes in their financial situation that could affect the award level.
10. Students are expected to maintain good attendance and disciplinary records and should achieve academic success commensurate with their ability and potential. Parents of students who are placed on academic or disciplinary probation will be informed that they may lose their financial aid award unless the student's performance improves.