ONLINE ENROLLMENT INSTRUCTIONS

Nativity Parish School has partnered with Smart Tuition to service your child’s 2014-2015 tuition account. To enroll online, please follow the instructions below:

1. ONLINE ENROLLMENT
Go to: www.enroll.smarttuition.com

2. NEW REGISTRATION
Enter your school’s code, 12500, your email address and click NEW REGISTRATION.

An email containing your unique registration code will be sent to your email address. You can access your enrollment form at any time with this registration code. Next, click CONTINUE and you will be directed to your school’s online enrollment form.

3. SECTION 1 – ENTER FAMILY INFORMATION
Enter the parent, guardian, or bill payer’s contact information. Please provide your telephone number and email address, as Smart Tuition regularly communicates important information about your account via telephone and email.

SECTION 2 – SELECT A PAYMENT PLAN
Review the available payment plans offered by your school and choose one. The payment plans listed are selected by your school and cannot be changed by Smart Tuition without school permission.

SECTION 3 – SELECT A PAYMENT METHOD
Tell us ‘how’ and ‘when’ you will make payments. Select your preferred method of payment and due date from the options offered by your school.

SECTION 4 – ENTER STUDENT INFORMATION
Enter the name and grade of the children who will attend the school.

SECTION 5 – READ AND SIGN
Review Smart Tuition’s terms and conditions, check off the I AGREE box, and click CONTINUE to submit your enrollment form.

4. PAYMENT
The last step in the enrollment process is to make a payment for any fee(s) established by your school at the time of enrollment. Once you have completed the payment steps, you will receive a confirmation page that you may print for your records. Please be advised, enrollment will not be completed until payment has been made.

ACCESSING YOUR ONLINE ACCOUNT
www.parent.smarttuition.com

To access your online account you must first setup your username and password. Once access has been established you can view your balance, make payments, update your personal information, chat with a live representative, and more.

MOBILE APP: “Smart Tuition for Parents”

You can also access your Smart Tuition account from the palm of your hand. For more convenience download our app directly from the Apple app store.

Smart Tuition manages the tuition payment program for your school and follows the policies established by your school. Please note that tuition amounts, tuition aid, scholarships and all other tuition related decisions are made by your school.

We look forward to working with you and your family this year! Our parent help center is always available to assist you. We’re open 24 hours a day, 365 days a year. Call us at 1-888-868-8828.

SMART TUITION
Financial Solutions for Schools and Parents
Ignite Your Faith
Listen • Serve • Give Thanks

PLEASE PRINT CLEARLY

Name: ___________________________
Address: _________________________
City, State Zip: ____________________

DONOR'S SIGNATURE ________________________________

MY (OUR) TITHING COMMITMENT FOR THE 2014 CALENDAR YEAR WILL BE

$ _______ Per Year

OR

$ _______ Per Week

AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYMENTS

Church of the Nativity is offering automatic payments for the convenience of our parishioners. If you are interested, please fill out this Authorization Agreement and return it in the envelope provided.

Name ____________________________
Address ___________________________ City __________________ State ________ Zip ________

I (we) authorize Church of the Nativity to initiate debit entries to my (our) checking or savings account as indicated below:

☐ CHECKING ☐ SAVINGS

Financial Institution ____________________________
City __________________ State ____________ Zip __________

Transit Routing Number: ____________________________ Account Number: ____________________________

Amount ____________________________ ☐ 1st of Month ☐ 15th of Month

Signed ____________________________ Date __________________________

If you have any questions, please call the parish office at (913) 491-5017

Attach deposit slip or voided check
Access Application
www.smarttuitionaid.com

School ID Code
Please use the following school ID code for Nativity Parish School – 12580

Application Deadline
Please submit your application and documentation by 3-1-14.

Eligible Grades
All grades

Required Supporting Documentation
All applications are required to submit documentation to support their application.
- Most recent paystubs and W-2 forms for all jobs.
- Most recently filed tax return: 1040, 1040A, 1040EZ with all schedules.
- Most recently filed business tax return: 1040, 1065, 1120, 1120S

Contact Information
- Phone Support: (800) 360-8027
- Email Support: support@smarttuitionaid.com

Notification of Financial Aid
Once your application is processed, a financial aid recommendation will be forwarded to Nativity Parish School. All final financial decisions, including notification of an award amount (if any) will be made by Nativity Parish School. If you have not received notification regarding financial aid, contact Dr. Maureen Huppe at Nativity Parish School. Please allow a minimum of four weeks after you have submitted your application and required documentation.

How to Apply Online
Please go to our website www.smarttuitionaid.com. For new families, you will need to click “New Parent Registration.” From there you will be prompted to enter a valid e-mail address and a password of your choice. It is important your email address is correct, as email is our first line of communication. Once you are confirmed with a username and password, you will be logged into our online site, where you will start the application process. For assistance in filling out the application or retrieving login information you can contact us either by phone at 1-800-360-8027 or by email at support@smarttuitionaid.com.

Parent FAQ
Q: Who should complete this Tuition Aid form?
A: Whoever the child resides with should fill this application out, whether it is a parent, grandparent, aunt/uncle, or legal guardian. There is a section within the application where you can enter contributions from non-custodial parents and relatives.
Q: Why do I need to input my spouse's information if I am remarried and they are not legally responsible for my children?
A: Our calculation works off of the total household income, therefore including all income, whether the party is legally responsible to your children or not. Our system however, does take into effect your spouse's expenses as well as their income. It is important to list all expenses that are asked of within the application.

Q: Do I list all of the children in my household, even if they are attending another school?
A: Yes. You will need to list out all children within your household. That includes children attending another private school, children attending a public school, or children not attending school.

Q: I do not have the required tax documents: HELP!
A: Include the most recent tax documentation you have available. If you are asked for a specific line from a tax document that you have not yet completed, please estimate the projected amount.

Q: How will I know if I qualify for aid or not?
A: We do not disclose information about the results of your application. All final tuition aid decisions, including notification of an award amount (if any); will be made by your school. For the date award notices will be given, please contact your school directly.
# Application for Financial Aid

## Section 1

### A. Parent/Guardian #1 Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Date of Birth MM/DD/YY</td>
<td></td>
</tr>
<tr>
<td>Daytime Phone Number</td>
<td></td>
</tr>
<tr>
<td>Evening Phone Number</td>
<td></td>
</tr>
<tr>
<td>Street Address or P.O. Box</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

### B. Dependent Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Date of Birth MM/DD/YY</td>
<td></td>
</tr>
<tr>
<td>School Status (select one):</td>
<td></td>
</tr>
<tr>
<td>Tuition Amount</td>
<td></td>
</tr>
<tr>
<td>School Code</td>
<td></td>
</tr>
<tr>
<td>Upcoming Grade $</td>
<td></td>
</tr>
<tr>
<td>Student Education Contributions</td>
<td></td>
</tr>
<tr>
<td>Non-Tuition Education Expenses</td>
<td></td>
</tr>
<tr>
<td>Estimated Earnings</td>
<td></td>
</tr>
<tr>
<td>Dependent Savings</td>
<td></td>
</tr>
</tbody>
</table>

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**Application ID:** 140022310

**2014-2015 School Year**

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**Smart Tuition Aid © Processing Department © PO Box 25116, Lehigh Valley, PA 18002-5116 © 1 (800) 360-8027 © www.smarttuitionaid.com**

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**SECTION 2**
### C. Employment Information
(List all jobs held by Parent[s]/Guardian[s] since January 1st of the previous year even if no longer employed.
If Parent[s]/Guardian[s] have had more than 2 jobs this year, please find enclosed addendum form)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Guardian #1 or 2</td>
<td></td>
<td>YES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### D. Business Information
(List all Business, Farm, Corporation, and Partnership income since January 1st of the previous year.
If Parent[s]/Guardian[s] have had more than two businesses this year, please find enclosed addendum form)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Guardian #1 or 2</td>
<td></td>
<td>YES</td>
<td></td>
</tr>
</tbody>
</table>

### E. Monthly Income

|------------------|----------------|---------------|--------------------------|-----------------------------------|

### F. Other Income
(Interests and Dividends)

<table>
<thead>
<tr>
<th>1. Previous Year Interest</th>
<th>2. Estimated Current Year</th>
<th>3. Actual Previous Year</th>
<th>4. Estimated Current Year</th>
</tr>
</thead>
</table>

### G. Home Expenses
(Please fill out RENT or HOME information, but not both)

#### RENT

<table>
<thead>
<tr>
<th>1. Monthly Rent</th>
<th>2. Annual Renters Insurance</th>
</tr>
</thead>
</table>

#### HOME

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>9. Current Market Value</td>
</tr>
</tbody>
</table>

#### UTILITIES

|----------------|-------------------|-----------------|

#### ANNUAL ENERGY EXPENSES

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

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### Section 3 Cont'd

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### H. Medical Expenses
(List only your payments for the below)

1. **Payments Made In Previous Year**
   - **Medical/Dental**: $\underline{\hspace{2cm}}$
   - **Prescription Drugs**: $\underline{\hspace{2cm}}$
   - **Vision Care**: $\underline{\hspace{2cm}}$

2. **Current Medical Debt**
   - **Medical Insurance**: $\underline{\hspace{2cm}}$
   - **Dental Insurance**: $\underline{\hspace{2cm}}$

3. **How Much Employers Pay For**
   - **Medical Insurance**: $\underline{\hspace{2cm}}$
   - **Dental Insurance**: $\underline{\hspace{2cm}}$

### I. Alimony And Child Support Payments

1. **Number Of Children Supported**: $\underline{\hspace{2cm}}$
2. **Child Support Paid In Previous Year**: $\underline{\hspace{2cm}}$
3. **Estimated Support Payments For Current Year**: $\underline{\hspace{2cm}}$
4. **Alimony Paid In Previous Year**: $\underline{\hspace{2cm}}$
5. **Estimated Alimony For Current Year**: $\underline{\hspace{2cm}}$

### J. Childcare And/Or Elderly Care Expenses

1. **Previous Year Payments**
   - **Child Care**: $\underline{\hspace{2cm}}$
   - **Elderly Care**: $\underline{\hspace{2cm}}$
2. **Estimated Current Year**
   - **Child Care**: $\underline{\hspace{2cm}}$
   - **Elderly Care**: $\underline{\hspace{2cm}}$

### K. Charitable Giving
(List your two largest contributions)

1. **Name Of Charity**
2. **Prev. Year Contributions**

### L. Assets & Debts - Real Estate Other Than Home

1. **No. Of Properties**: $\underline{\hspace{2cm}}$
2. **Purchase Price Of All Properties**: $\underline{\hspace{2cm}}$
3. **Improvements/Additions**: $\underline{\hspace{2cm}}$
4. **Total Current Market Value**: $\underline{\hspace{2cm}}$
5. **Total Principal Amount Owed**
   - (List total of all mortgages for all properties)
   - **Recreational**: $\underline{\hspace{2cm}}$
   - **Business**: $\underline{\hspace{2cm}}$
   - **Investment**: $\underline{\hspace{2cm}}$
   - **Rental**: $\underline{\hspace{2cm}}$
   - **Other**: $\underline{\hspace{2cm}}$

6. **Total Monthly Loan/Mortgage Payment**: $\underline{\hspace{2cm}}$
7. **Previous Year Gross Property Income**: $\underline{\hspace{2cm}}$
8. **Previous Year Gross Property Expense**: $\underline{\hspace{2cm}}$

9. **Type Of Properties**
   - [ ] Recreational
   - [ ] Business
   - [ ] Investment
   - [ ] Rental
   - [ ] Other

### M. Assets - Retirement Plans

1. **Previous Year Household Contribution**
   - **Self Managed** (IRA, SEP, ETC)
   - **Other Qualified Plan** (Pension, 401K, ESOP, 410k (b))

2. **Previous Year Employer Contribution**
3. **Previous Year End Value**

### N. Assets & Debt - Automobiles
(List information for the vehicles you own)

1. **No. Of Vehicles**: $\underline{\hspace{2cm}}$
2. **Total Value**: $\underline{\hspace{2cm}}$
3. **Total Monthly Loan Payment**: $\underline{\hspace{2cm}}$
4. **Total Debt**: $\underline{\hspace{2cm}}$

5. **No. Of Vehicles**: $\underline{\hspace{2cm}}$
6. **Total Monthly Lease Payment**: $\underline{\hspace{2cm}}$

### O. Assets & Debt - Recreational Vehicles/Boats
(List information for the vehicles you lease)

1. **Total Value**: $\underline{\hspace{2cm}}$
2. **Total Monthly Loan Payments**: $\underline{\hspace{2cm}}$
3. **Total Debt**: $\underline{\hspace{2cm}}$

### P. Assets - Current

1. **Checking, Saving, Cash, CD's**: $\underline{\hspace{2cm}}$
2. **Stocks, Securities, Bonds, Mutual Funds**: $\underline{\hspace{2cm}}$

### Q. Miscellaneous Debt

1. **Credit Card Debt**: $\underline{\hspace{2cm}}$
2. **Education - Parent(s)/Guardian(s)**
3. **Education - Dependents**: $\underline{\hspace{2cm}}$
4. **Personal Bank Loans**: $\underline{\hspace{2cm}}$

5. **Loan Companies**: $\underline{\hspace{2cm}}$
6. **Other Debt**: $\underline{\hspace{2cm}}$
SECTION 5

R. SPECIAL CIRCUMSTANCES
1. □ Your household is expecting another child this year.
2. □ You are in the process of a divorce or separation.
3. □ There has been a recent death in the household.
4. □ Your spouse will not cooperate in completing this form.
5. □ A household member has been recently diagnosed as severely ill.
6. □ A household member has a problem (addictions, mental illness, etc.) that is causing financial stress for the family.
7. □ You are a non-custodial parent who is requested by your school to complete this financial aid form in addition to your ex-spouse, who is also completing this form.
8. □ Your household does not pay any rent or mortgage.
9. □ Your household does not file a 1040 tax document.
10. □ A household member is recently unemployed.

S. CONTRIBUTIONS TO EDUCATION (CURRENT YEAR)
1. How much (in your opinion) can Parent(s)/Guardian(s) contribute toward the tuition of all dependents in this household next year?
2. How much per year is a non-custodial parent ordered by law to contribute toward the education of those applying for financial aid in this form?
3. How much will all students receive in scholarship funds?
4. How much will other relatives and friends contribute toward the education of these students?

T. APPLICATION PROCESSING FEES
$ □ Required Processing Fee [See Parent Directions for cost]
   Your application will not be processed without payment
$ □ Corporation/Partnership Processing Fee [See Parent Directions for cost]
   You are required to pay this fee if a member of the household owns any portion of a corporation or partnership
$ □ Parent Reporting Fee [$35] Optional - A report is provided to help verify the accuracy of your application information
$ □ □ Total Payment Please calculate the total payment your are including

U. SPECIAL CODE INFORMATION [See Parent Directions]

V. STATEMENTS & SIGNATURES [This form must be signed by each Parent/Guardian]
I fully understand that in order to be considered for financial aid, I must complete all sections of the application that apply to my household. I agree to submit all completed tax forms and other financial documents requested by Smart Tuition. I agree that Smart Tuition may contact me to request additional information as it pertains to this application. If I fail to submit requested tax forms, financial documents or missing or incorrect information submitted on this application in any way, I may be disqualified from receiving financial aid.

If I have selected to make my payment via Credit Card; I authorize Smart Tuition to charge my account.

______________ Signature #1 Parent / Guardian
______________ Signature #2 Parent / Guardian

INTERNAL OFFICE USE ONLY: □ CK □ MO □ CC □ CA □ FW □ NP
TOTAL: $ □ □ DATE: □ □ EMP INITIAL: □ □