

# Aquinas Institute of Rochester

## 2016-2017 STUDENT FINANCIAL AID APPLICATION

### Information needed to complete your application:

- \* Copies of your **complete** 2015 IRS Federal Form 1040, 1040A or 1040 EZ U.S. Individual Income Tax Return, including **ALL** supporting tax Schedules. If applicant and co-applicant file separately, we require both tax returns for the same tax year.
- \* Copies of all 2015 W-2 Wage and Tax Statements for both you and your spouse. NOTE: If you are applying before you have received all 2015 W-2 Wage and Tax Statements, please submit them as soon as they become available.
- \* Copies of all supporting documentation for household Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families.
- \* Signed 4560-T IRS verification form

**Mail by 4/30/2016 with your \$20 application fee to:**

Aquinas Institute of Rochester  
Financial Aid Committee  
1127 Dewey Ave  
Rochester, NY 14613

## INSTRUCTIONS

- 1 Submit your application with the \$20 application fee by 4/30/2016. Applications received after this date may be subject to limitations of available funds remaining in the financial aid pool, application received after the due date are NOT guaranteed Financial Aid Grid amounts.
- 2 If the parents are divorced, the parent responsible for payment of the tuition should complete and sign this form. If each of the divorced parents is responsible for a portion of the tuition, each parent should complete a separate form and indicate the portion of tuition for which he/she is responsible.
- 3 If the parents are "married filing separately", report total household earnings on this form and enclose both filers' tax returns, including all supporting schedules and W-2 information.
- 4 For all financial-related information, round up to the next whole dollar.
- 5 Retain a copy of the application for your records.

## TERMS ASSOCIATED WITH AWARDS

- 1 New awards or continuation of awards is dependent upon satisfactory academic performance.
- 2 Students with significant discipline or character behavior issues could forfeit some or all of their award.
- 3 Aquinas reserves the right to reduce awards if information provided is false or not correct.

## REQUIRED DOCUMENTATION

You must include your **complete** 2015 1040, 1040A or 1040-EZ U.S. Individual Income Tax Return, including **ALL** supporting tax Schedules, 2015 W-2 Wage and Tax Statements, and all supporting documentation for household Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF).

# Instructions for completing the application.

## Section 1: Applicant & Co-Applicant Information

Please answer all questions included in this section. If your current marital status is married, co-applicant information is required. We ask for your social security numbers to verify the tax return information you are submitting to us.

## Section 2: Student & School Information

It is imperative that you complete this section for **ALL** children in the household. Children attending a tuition-charging PK-12 institution will result in more Dependent Points. If you do not know the exact amount of your child's tuition, enter the amount you are currently paying in the 2015-2016 school year. Enter the amount of tuition the noncustodial parent is required to pay as a result of legal separation, divorce or paternity proceeding.

## Section 3: Applicant & Co-Applicant Income Information

Supporting documentation must be provided for all household Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families. (TANF).

<u>Item #</u>	<u>Instruction</u>
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- |     |   |
|-----|---|
| 4.  | Enter the "Adjusted Gross Income" from the applicant's most recent federal tax return.  |
| 5.  | If filing separately, list the "Adjusted Gross Income" from the co-applicant's most recent federal tax return. If filing jointly or if there is no co-applicant, enter "0".   |
| 7.  | List the amount of child support you received for <u>all</u> children.  |
| 8.  | List the amount of untaxed social security benefits for <u>all</u> household members. Include Supplemental Security Income (SSI) received.  |
| 12. | If you anticipate receiving tuition support from friends, relatives and/or your employer, list the amount you will receive.   |
| 14. | List all other nontaxable income, including but not limited to: tax-exempt interest income, nontaxable IRA or Keogh payments, pastoral and military allowance, foster care allowance, veteran benefits, and nontaxable pension or annuity payments. |
| 15. | If you anticipate a decrease in income, indicate the amount you expect your income to be in 2016. In 15c, select the reason(s) you expect a decrease and explain.   |

## Section 4: Applicant & Co-Applicant Expense Information

<u>Item #</u>	<u>Instruction</u>
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- |    |   |
|----|---|
| 5. | List the amount you or your spouse pay in child support payments per month.   |
| 6. | List the monthly health insurance premiums paid directly to the insurance company. (Do NOT include premiums paid through your employer via payroll deduction or premiums that are deducted on your tax return as self-employed health insurance deductions.)                    |
| 7. | List your annual out-of-pocket medical expenses. Examples include dental, eye care, prescription or co-pay expenses. Do not include expenses paid by insurance. Do not include health insurance premiums you pay through payroll deduction or directly to an insurance company. |
| 8. | Enter the number of family members (children/adults) attending college and provide the total out-of-pocket cost for the school year. Use the total cost for the upcoming year less any grant, aid, scholarship, student loan proceeds, or income from students' own resources.  |
| 9. | If you have children for whom you are paying child or day care expenses, please list your estimated annual expense. Do not include preschool/prekindergarten tuition expenses.  |

## Section 5: Applicant & Co-Applicant Assets and Liabilities

<u>Item #</u>	<u>Instruction</u>
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- |    |   |
|----|---|
| 1. | Enter the balance(s) from your most recent savings and/or checking account statement(s).  |
| 2. | If you have a brokerage account for stocks, bond investments, mutual funds and/or certificates of deposit, list the value of these holdings from your most recent statement(s). |
| 3. | If you have retirement plan assets, a 401(k), 403 (b) or an Individual Retirement Account (IRA), list the value of these holdings from your most recent statement(s).           |
| 4. | List the amount you and/or your spouse contribute annually to your retirement plan assets.  |
| 5. | Total value of all real estate owned, net value.  |

## Section 6: Financial aid award Conditions

- 1 Initial acceptance and understanding of financial aid award condition

## Section 7: Required Information & Authorization

Payment of the nonrefundable application fee, for applications received after April 30, 2016, must be received in order to process your application. Failure to submit payment with your application could result in you not receiving financial aid.

# SECTION 1: Applicant & Co-Applicant Information

Include all parents or guardians who reside **in the family home**. **PLEASE PRINT CLEARLY**

Student \_\_\_\_\_  
Last First ID

Student \_\_\_\_\_  
Last First ID

Student \_\_\_\_\_  
Last First ID

## I. Applicant Information: Parent or Guardian

Name \_\_\_\_\_  
Last First

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Evening Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Current Marital Status: ☐ Married ☐ If current marital status is married, co-applicant information is required. ☐ Single ☐ Divorced ☐ Please include child support documentation ☐ Separated ☐ Widowed

Employment Status: \_\_\_\_\_ Relationship to student(s): \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

## II. Co-Applicant Information: Parent & Guardian

Name \_\_\_\_\_  
Last First

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Employment Status: \_\_\_\_\_ Relationship to student(s): \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

## SECTION 2: Student & School Information

Complete this section for ALL children in the household attending a tuition-charging PK-12 school. The grade level entered should be for the upcoming 2016-2017 school year

Child's Name

\_\_\_\_\_

Last

\_\_\_\_\_

First

Annual

Date of Birth

Tuition:

\$

Grade Entering:  
(Fall 2016)

How much do you and/or spouse currently pay  
toward this child's tuition **annually**?

\$

\_\_\_\_\_

School Attending Fall 2016

Annual tuition support required from this child's noncustodial parent as a result  
of legal separation, divorce or paternity proceeding. Do not include child support payments.

\$

Child's Name

\_\_\_\_\_

Last

\_\_\_\_\_

First

Annual

Date of Birth

Tuition:

\$

Grade Entering:  
(Fall 2016)

How much do you and/or spouse currently pay  
toward this child's tuition **annually**?

\$

\_\_\_\_\_

School Attending Fall 2016

Annual tuition support required from this child's noncustodial parent as a result  
of legal separation, divorce or paternity proceeding. Do not include child support payments.

\$

Child's Name

\_\_\_\_\_

Last

\_\_\_\_\_

First

Annual

Date of Birth

Tuition:

\$

Grade Entering:  
(Fall 2016)

How much do you and/or spouse currently pay  
toward this child's tuition **annually**?

\$

\_\_\_\_\_

School Attending Fall 2016

Annual tuition support required from this child's noncustodial parent as a result  
of legal separation, divorce or paternity proceeding. Do not include child support payments.

\$

Child's Name

\_\_\_\_\_

Last

\_\_\_\_\_

First

Annual

Date of Birth

Tuition:

\$

Grade Entering:  
(Fall 2016)

How much do you and/or spouse currently pay  
toward this child's tuition **annually**?

\$

\_\_\_\_\_

School Attending Fall 2016

Annual tuition support required from this child's noncustodial parent as a result  
of legal separation, divorce or paternity proceeding. Do not include child support payments.

\$

## Section 3: Applicant & Co-Applicant Income Information

1. Size of household: \_\_\_\_\_ Number of adults living in household: \_\_\_\_\_ Number of children living in household: \_\_\_\_\_
2. Do you file a federal income tax return? ☐ Yes ☐ No
3. Does the co-applicant file a federal income tax return? ☐ Yes, files jointly ☐ Yes, files separately from applicant  
☐ No, does not file

### Taxable Income:

If none, enter "0"

4. Please list the "Adjusted Gross Income" from the applicant's most recent federal tax return..... \$ \_\_\_\_\_
5. If filing jointly or if there is not a co-applicant, enter "0"  
 If filing separately, list the "Adjusted Gross Income" from the co-applicant's most recent federal tax return \$ \_\_\_\_\_
6. Do you own any of the following?
- |  |                              |                             |
|--|------------------------------|-----------------------------|
| a. Business - Attach Schedule C or C-EZ (Form 1040) and Form 4562 Depreciation & Amortization    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Farm- Attach Schedule F (Form 1040) and Form 4562 Depreciation & Amortization                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Rental Property - Attach Schedule E (Form 1040)   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. S- Corporation - Attach Schedule E (Form 1040), Form 1120S (4 pages), Schedule K-1, Form 8825 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Partnership - Attach Schedule E (Form 1040), Form 1065 (5 pages), Schedule K-1, Form 8825     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Estates and Trusts - Attach Schedule E (Form 1040), Form 1041 and Schedule K-1                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

### Nontaxable Income:

7. Child Support Received:.....
8. Social Security benefits received that were **not** taxed, such as SSI.....
9. Temporary Assistance for Needy Families(TANF)
10. Welfare and/or Aid for Families with Dependent Children(AFDC/ADC).....
11. Food Stamps.....
12. Tuition support anticipated from friends/family/ employer.....
13. Workers' Compensation.....
14. Other nontaxable income .....

Select how income is received.			If none, enter "0"
<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Annually	\$ _____
<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Annually	\$ _____
<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Annually	\$ _____
<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Annually	\$ _____
<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Annually	\$ _____
<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Annually	\$ _____
<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Annually	\$ _____

### Change of Income:

15. Do you anticipate a decrease in your 2016 household income?..... ☐ Yes ☐ No
- If yes, complete the following questions:
- 15a. What do you anticipate your income to be for the coming year?..... \$ \_\_\_\_\_
- 15b. What do you anticipate your spouse's income to be for the coming year?..... \$ \_\_\_\_\_
- 15c. Please explain below why your income will be reduced in the coming year.

## Section 4: Applicant & Co-Applicant Expense Information

### Current MONTHLY Expenses:

1. Do you rent or own your primary residence?..... ☐ Rent ☐ Own ☐ Other
2. Monthly rent or mortgage payment. (Include principal, interest, taxes and home insurance)..... \$ \_\_\_\_\_
3. Do you own a second home (not including rental property) ? ..... ☐ Yes ☐ No
- 3a. If yes, what is the monthly mortgage payment on your second home (including principal, interest, taxes, and home insurance)? \$ \_\_\_\_\_
4. Monthly home equity loan payments..... \$ \_\_\_\_\_
5. Monthly child support payments. (Applies only to the parent or guardian paying child support. Do not include child support received.)..... \$ \_\_\_\_\_
6. Monthly health insurance premiums paid directly to the insurance company. (Do NOT include premiums paid through your employer via payroll deductions or premiums that are deducted on your tax return as self-employed health insurance deductions.)..... \$ \_\_\_\_\_
7. Total annual out-of-pocket medical expenses not paid by insurance..... \$ \_\_\_\_\_
8. College Expenses:
  - 8a. Number of family members attending college beginning Fall 2016 \_\_\_\_\_
  - 8b. Total amount of your family's out-of-pocket cost for college expected this school year. (Total tuition less any aid)..... \$ \_\_\_\_\_
9. Child/Day Care Expenses: (Do not include preschool/prekindergarten expenses. This should be indicated in Section 2.)
  - 9a. Number of children for whom you pay child/daycare expenses beginning in the Fall of 2016..... \_\_\_\_\_
  - 9b. Total amount of child/daycare expenses this year..... \$ \_\_\_\_\_

## Section 5: Applicant & Co-Applicant Assets and Liabilities

1. Value of cash, savings, and/or checking accounts..... \$ \_\_\_\_\_
2. Value of stock, bond, investments, mutual funds, and/or certificate of deposit.. \$ \_\_\_\_\_
3. Value of retirement plan assets - 401(k), 403(b), and/or IRAs..... \$ \_\_\_\_\_
4. What is your and/or your spouse's annual contribution to retirement plan assets?..... \$ \_\_\_\_\_
5. If you own your home, the estimated value..... \$ \_\_\_\_\_
6. If you own your home, the amount you owe..... \$ \_\_\_\_\_
7. If you own your home, how much did it cost..... \$ \_\_\_\_\_
8. If you own a second home, the estimated value. Do not include rental property \$ \_\_\_\_\_
9. If you own a second home, the amount you owe..... \$ \_\_\_\_\_
10. Total Value of all Real Estate Owned (net value)..... \$ \_\_\_\_\_



## Section 5: Special Circumstances

Please provide a brief description of any significant changes in income, expenses or financial condition expected during 2016, or any other information you would like us to consider when determining aid. Attach additional sheets if necessary.

## Section 6: Financial aid award conditions

- 1) All students receiving financial aid are required to write a thank you note each year. If the note is not written by the due date, families may be charged \$100 to their tuition account  **initial**
- 2) Each year the school runs a raffle fundraiser which assists in raising financial aid for families. Acceptance of financial aid brings with it the expectation that families will participate in selling tickets for the raffle.  **initial**
- 3) Students receiving Financial Aid are expected to maintain academic standards. Failure to maintain these standards may result in a reduction of Financial Aid.  **initial**
- 4) Repeated disciplinary action may result in a reduction of Financial Aid.  **initial**

Payment of the nonrefundable application fee must be received in order to process your application. Failure to submit payment with your application could result in you not receiving financial aid. Applications received without a signature will not be processed.

### Payment

I. Nonrefundable Application Fee ..... \$20.00

### II. Authorization:

I (we) certify that the information on this form and all attachments is complete and accurate to the best of my (our) knowledge and I/(we) agree with the terms of the conditions above in Section 6:

\_\_\_\_\_  
Applicant Signature (applicant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature (co-applicant)

\_\_\_\_\_  
Date

# Aquinas Institute Financial Aid Checklist

- ☐ \$20 Financial aid application fee
  - ☐ Signature required. Applications submitted without a signature will not be processed.
  - ☐ Copy of **complete** 2015 IRS Federal Form 1040, 1040A or 1040-EZ U.S. Individual Income Tax Return, including all supporting tax schedules. If applicant and co-applicant file separately, we require both tax returns for the same year.
  - ☐ Copies of all 2015 W-2 Wage and Tax Statements for both you and your spouse. NOTE: If you are applying before you have received all of your 2014 W-2 Wage and Tax Statements, please submit as soon as they become available.
  - ☐ Copies of **ALL** supporting tax schedules if you have income from:
 

<u>Business -</u>	Attach Schedule C or C-EZ (Form 1040) and Form 4562 Depreciation and Amortization
<u>Farm-</u>	Attach Schedule F (Form 1040) and Form 4562 Depreciation and Amortization
<u>Rental Property-</u>	Attach Schedule E (Form 1040)
<u>S-Corporation -</u>	Attach Schedule E (Form 1040), Form 1120S (4 pages), Schedule K-1 and Form 8825
<u>Partnership -</u>	Attach Schedule E (Form 1040), Form 1065 (5 pages), Schedule K-1 and Form 8825
<u>Estates and Trusts-</u>	Attach Schedule E (Form 1040), Form 1041 and Schedule K-1
- \*IMPORTANT: If you file a tax return but do not have W-2 wages because you are self-employed, you will be required to submit a copy of your 2015 federal tax return.
- ☐ Copies of all supporting documentation for household Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF).
  - ☐ Completed and signed IRS form 4560-T

**Please Note: New awards or continuation of awards is dependant upon satisfactory or above satisfactory academic performance.**