

**ST. DOMINIC SAVIO CATHOLIC HIGH SCHOOL  
TUITION ASSISTANCE APPLICATION FORM 2010-2011  
GENERAL DIRECTIONS**

**GENERAL INFORMATION**

**Before you begin to fill out the *Tuition Assistance Application Form*, please read all of the instructions. You will need the following items:**

1. ***St. Dominic Savio Tuition Assistance Application Form 2010-2011;***
2. A pen with black ink;
3. **Photocopies** of the following supporting documentation:
  - ◆ Your most recently filed federal tax return for the year 2009
  - ◆ Your 2008 federal tax return ;
  - ◆ All W-2's received for work done in 2009 by Heads of Household;
  - ◆ Recent pay stubs of jobs that Heads of Household currently hold;
  - ◆ All documentation that establishes how much miscellaneous monthly or yearly income you currently receive (i.e. welfare, food stamps, unemployment, workers compensation);
  - ◆ All corporate, partnership and trust tax forms, if a Head of Household owns 20% or more interest in a corporation or partnership, or if any member of the household owns 20% or more interest in a trust.

**What is the deadline?**

Completed applications are due **Monday, February 22, 2010**. Please mail the Tuition Assistance Application Form, supporting documentation and processing fee to:

**St. Dominic Savio High School  
Business Office  
9300 Neenah Ave.  
Austin, TX 78717**

If you have any questions, you may contact Ms. Kathy LeBrun at 512.388.8846 ext. 5003.

**Who should complete the *Tuition Assistance Application Form*?**

A parent, stepparent or guardian who lives with the students(s) applying for aid should complete the application, or the non-custodial parent.

**Who needs to furnish financial information for the *Tuition Assistance Application Form*?**

- ◆ All Students who are applying for Tuition Assistance with this application.
- ◆ All Heads of Household. By Heads of Household, means: the one or two adults living in the household who have primary financial or parental responsibility for the household. If the mother and father are living in the household, they are Heads of Household, even if they are not currently employed. (If a Head of Household refuses to cooperate in filling out this application, please indicate in section 21.)
- ◆ Others who are taking the place of parents in the household: stepparents, guardians, grandparents, or roommates who are sharing the expenses of the household.

**Please follow these suggestions:**

- ◆ Print clearly with all capital letters in boxes.
- ◆ If a question does not apply to you, leave the data boxes or choice circles blank; do not write lines through boxes.
- ◆ Write letters and numbers entirely within boxes.
- ◆ Use a pen with black color ink; do not use pencil.
- ◆ If your form becomes damaged, please ask the school for another form.
- ◆ Do not send St. Dominic Savio a photocopy of the application form, unless it is to list more dependents, jobs, or business as directed on the form.

**ITEM BY ITEM INSTRUCTIONS**

**Section 1. Heads of Household Information**

A Head of Household is an adult who has parental responsibility for the dependent children in the household. If the mother and father are living in the household, they are Heads of Household, even if they do not have jobs. Otherwise, a “Head of Household” can be: (1) stepparent; (2) guardian; (3) other family member; or (4) a roommate of a parent who is contributing to the finances of the entire household.

**Section 2. Household Address Information**

List your current address, home phone and cell phone numbers.

### **Section 3. List all jobs held by Heads of Household**

If Heads of Household have held more than 3 jobs since January 1, 2009, photocopy page 1 of the *Application Form* before completing this section. Use the photocopy to list jobs 4-6. You must enclose with your application a photocopy of (1) all W-2 forms received by Heads of Household for work done in the year 2009; and (2) a current pay stub for each job currently held by Heads of Household. St. Dominic Savio suggests that you photocopy all W-2 forms and pay stubs on one page, if possible. Please be sure that the photocopy is clear.

### **Section 4. List Businesses Owned Since January 1, 2009**

You must complete this section even if the business closed or opened in 2009. Include a photocopy of all 1099 forms received by Heads of Household for work done in the year 2009. Report all 1099 income in this section.

If any member of the household owns 20% or more of a corporation, partnership or trust, you must enclose with your application: the most recently filed version of any of the following:

- ◆ Federal Form 1065 for each partnership owned;
- ◆ Federal Form 1120/1120A/1120S for each corporation owned;
- ◆ Federal Form 1041 for each trust owned.

If 2009 business tax forms are unavailable; send *Profit and Loss* statements and *Balance Sheets* for the most recent fiscal year of the business or trust.

### **Section 5. Other Monthly Income**

You must send St. Dominic Savio documentation for each type of monthly income you receive.

### **Section 6. Other Yearly Income**

You must send St. Dominic Savio documentation for each type of yearly income you receive. Documents that are acceptable are: (1) photocopy of recent paycheck; (2) award notice; (3) letter from the payer; and (4) Form 1099, that shows the amount received from each source.

### **Section 7. Rental Expenses**

If you lease your dwelling, list your monthly lease expense and the annual amount of any renter's insurance you have.

### **Section 8. Year 2009 Utility Expenses**

List the annual amounts spent on electricity, gas/oil, water/sewage. Do not include these expenses if they are already included in monthly rental payments.

### **Section 9. Assets and Expenses – Home**

Fill in the information requested for items 1-10. Item 10 pertains only if you received any rental income for your primary residence during 2009.

### **Section 10. Assets and Expenses – Real Estate other than Home.**

Fill in the information requested for items 1-9 for any rental properties that you own.

### **Section 11. Assets and Debt – Vehicles**

List all vehicles that you own or lease along with the estimated value and the amount owed as of 12/31/09.

### **Section 12. Cash, Stocks, Securities, Bonds, etc.**

In box 1, put down the total amount of cash in checking accounts, savings accounts, money market accounts and cash in hand as of 12/31/09. In box 2, put down the total amount of your investments in stocks, bonds, securities, CD's etc. as of 12/31/09. You do not need to list your retirement accounts.

### **Section 13. Medical Expenses Not Covered by Insurance**

For items A-E in sections 1 and 2, list the amounts you spent in 2009 that were not covered by insurance or other employee benefit programs, such as deductibles and co-pays.

### **Section 14. Charitable Giving**

Fill in the name and amounts paid to the top three charities to which you made cash donations in 2009.

### **Section 15. Day care and/or Elder Care Expenses**

If you have more than two dependents, make a photocopy of this page before completing this form. List the dependents for whom you pay day care or elder care expenses along with the amounts you paid in 2009 and expect to pay in 2010.

### **Section 16. Alimony/Child Support Payments**

Indicate in box 1 the number of children for whom you pay child support. List the amounts you paid for child support in 2009 and the amount you will pay in 2010. If you pay alimony to a former spouse, fill in the amounts paid in 2009 and the amount you will pay in 2010.

### **Section 17. Miscellaneous Debt**

Fill in the amounts owed per category as of 12/31/09. Do not include any debt listed in sections 9, 10 and 11.

### **Section 18. Tuition Charged by Schools, including Colleges and Universities**

If you pay tuition for more than 6 dependents, please make a photocopy of this page before completing the form. For each dependent, list the name, location and total tuition for 2010-11 as well as the amount that you feel you can pay.

### **Section 19. List all Dependents in the Household**

If you have more than 7 dependents, photocopy pages 4 and 5 before you complete this form. Use the photocopy for additional dependents.

Definition of "Dependent": Any child that you can claim on your 1040 tax form is a dependent. In addition, any child who is living in your household for 6 months or more per year and who is under age 18 qualifies as a dependent. If you are a non-custodial parent, all children applying for Tuition Assistance should be listed as dependents, even if not living in your household and not on your taxes. Do not list Heads of Household in this section.

(3) **M.I.** List the Middle Initial of this dependent.

(5) **Grade 2010-11.** Be sure to enter the grade the dependent will be in for the school year 2010-2011. Use P for pre-school, K for kindergarten, 13 for any post high school education.

### **Section 20. Expenses – Bus, Books, Fee, Uniforms, etc.**

If you have more than 4 dependents in tuition-charging schools, please make a photocopy of this page before completing that section. For each dependent, list the amount you expect to pay in 2010-2011 for books, activity fees, supplies and uniforms, transportation, and room and board. In box 8, write in the total for boxes 2 through 7.

## **Section 21. Special Circumstances**

Indicate if any of the situations in boxes 1 through 6 apply to your household. Please list any other Special Circumstances in the lines below item 6. If you need additional room, you may attach a letter to the application form. Please print your name and “ADDITIONAL CIRCUMSTANCES” at the top of the letter.

## **Section 22. Contributions to Education**

List the amounts in boxes 1 through 3 that you and others will be able to contribute to the costs of attending St. Dominic Savio Catholic High School for 2010-2011.

## **Section 23. Documentation Enclosed**

Check off the items that you will be including as documentation for the St. Dominic Savio Tuition Assistance Application Form 2011-2011.

## **Section 24. Processing Fee**

The non-refundable processing fee is \$25. Please include a check, money order or certified check payable to St. Dominic Savio Catholic High School along with your completed application. Do not send cash. All returned checks will incur an additional fee of \$15.00.

## **Section 25. Signatures**

All heads of households must sign and date the application form.

## **What if I Can't Send All Documents on Time?**

You can send any necessary supporting documents after the application deadline. St. Dominic Savio cannot guarantee that the information provided will be included in the Tuition Assistance determination.