



Welcome to Smart Aid! If this is your first time filing an application, please select “Create Account:”

The screenshot shows the Smart Aid login interface. At the top left is the SMARTAID logo, and at the top right are links for 'Info', 'Contact Us', and a language dropdown. The main heading is 'Welcome to Smart Aid!'. Below it, a paragraph explains the application process and provides a phone number: 1 (800) 360-8027. There are two main sections: 'New User' and 'Already have an Account'. The 'New User' section has a text prompt 'If you're a first time Smart Aid applicant, please create an account.' and a blue 'Create account' button. The 'Already have an Account' section has input fields for 'username/email' and 'password', a green 'Go' button, and a link for 'Forgot password?'.

First, we will create an account that you will use to file applications not only for the current year, but also for years to come with Smart Aid:

The screenshot shows the 'Create an Account' form. It has a title 'Create an Account' at the top. Below the title are four input fields: 'first name', 'last name', 'email (this will be your username)', and 'Password (minimum of 6 characters with at least one upper and lower case letter, number, and symbol)'. There is also a 'confirm password' field. At the bottom is a green button labeled 'Save and check email to complete registration'.

Next, as the green button indicates, you must check your email for a verification link sent from customerservice@smarttuitionmessages.com. Please be sure to check your spam and junk mail folders, in case your email account identifies this email as such. Upon receiving the email, simply click the verification link within, and you're ready to complete your financial aid application! After

logging into your new Smart Aid account, please be sure to watch the video tutorial, to help you complete the application, or even chat with one of our Customer Support Professionals, right on the application webpage! Once you are ready to begin, click “Continue Application.” You will then be prompted to enter the Parent/Guardian information for your *entire* household:

Welcome Smart Parent

Your Application ID is: 21012165

My Applications

Application for 2021-2022

STATUS: Open

Continue Application

My Documents

You have not yet submitted any documents.

Here are some helpful hints for your financial aid application:

Here are some helpful hints for your financial aid application:

- Take your time and answer each question accurately.
- You will be able to save your application and come back to it at any time.
- Your application will not be reviewed until the application is complete and all required documents are submitted.
- Be sure to complete your application before your school's deadline to be considered for aid. The deadline is provided on your school's Parent Instructions form.

Looking for more help?

Download a list of all documents to help you complete your application

Watch a video tutorial to help you complete your application

CHAT NOW USING IM.

Your Application

Household Information

Income & Expenses

Assets & Debts

Special Circumstances

Submit

A. Parent/Guardian Information -

Watch a video tutorial for this section

Tell us about your family.

First Name

Last Name

Date of Birth

Cell Phone

Home Phone

Home Street Address

Apt. #

Zip Code

City

State

Marital Status

Work Status

I confirm all details are correct

Save & Continue to Dependent Information

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After adding each Parent/Guardian's information, click “Save & Continue to Dependent Information:”

Your Application

Household Information	Income & Expenses	Assets & Debts	Special Circumstances	Submit
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B. Dependent Information [Watch a video tutorial for this section](#)

Enter all dependents in the household.

First Name <input type="text" value="Daughter"/>	Last Name <input type="text" value="Test"/>
Date of Birth <input type="text" value="01/01/2000"/>	Gender <input type="text" value="Male"/>
School Status <input type="text" value="Applying for aid"/>	Upcoming grade <input type="text" value="K"/>
To Daughter Test, Test Parent is: <input type="text" value="Mother"/>	
Annual Tuition Contributions Household <input type="text" value="\$ 0"/>	Other <input type="text" value="\$ 0"/>

B.1 Dependent 1 Information [Remove](#)

First Name <input type="text" value="Son"/>	Last Name <input type="text" value="Test"/>
Date of Birth <input type="text" value="01/01/2000"/>	Gender <input type="text" value="Female"/>
School Status <input type="text" value="Applying for aid"/>	Upcoming grade <input type="text" value="1"/>
To Son Test, Test Parent is: <input type="text" value="Mother"/>	
Annual Tuition Contributions Household <input type="text" value="\$ 0"/>	Other <input type="text" value="\$ 0"/>

[Add an other dependent](#)

[Back](#) [Save & Continue to Students on Application](#)

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Please be sure to indicate the children who are applying for financial aid with “Applying for Aid” as their **School Status**. Here, you’ll also see 2 fields under **Annual Tuition Contributions**. The “Household” field indicates how much your family can afford towards the specific dependent’s tuition expense. Similarly, the “Other” field refers to any source from outside of your household that contributes towards the tuition expense. For example, if the student’s grandparents (or other relative) gifted money towards tuition, or if the dependent received a scholarship or grant from another source, that would be indicated here. After adding each of your household’s dependents, click “Save & Continue to Students on Application.” This brings us to the “Select a School” page. Please be advised that you can apply to as many Smart Aid Schools as needed with just one application!

Your Application

Household Information Income & Expenses Assets & Debts Special Circumstances Submit

Students on Application [Watch a video tutorial for this section](#)

Student 1 - Test, Daughter

10427 Smart Aid Demo School

Student 2 - Test, Son

C. Select A School [Next](#)

School Code: 10427 School Name: City: State: Select One Radius: Select

School Code	School Name	School City	State	Grades	Radius	Select
10427	Smart Aid Demo School	Omaha	NE	PK,K,1,2,3,4,5,6,7,8,9,10,11,12	0	<input checked="" type="checkbox"/>

Select student(s)
☒ Test, Daughter ☐ Test, Son

[Back](#) [Save & Continue to Select A School](#)

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There are several fields where you can search for the school(s) you are applying for. Type in the 5-digit school code listed on the Parent Instructions you've received, the name of the school, or the school's city, then click the green magnifying glass button to search. Your school will then appear within the grid on the page. Once you've selected your school, as seen above, select which of your dependents is attending the school, and click the green "Next" button. When applying for financial aid for additional dependents, please remove the school code from the School Code search bar, then enter the school code for the next school you would like to apply for, and click the green magnifying glass to locate the new school. Just as before, when the school appears, select the school and the dependent that will be applying for financial aid using the corresponding checkboxes. Once you have selected a school for your each of your dependents indicated to be "Applying for Financial Aid," please click the green "Next" button, as seen in the screenshot below:

Your Application

Household Information Income & Expenses Assets & Debts Special Circumstances Submit

Students on Application [Watch a video tutorial for this section](#)

Student 1 - Test, Daughter

10427 Smart Aid Demo School

Student 2 - Test, Son

99999 Our Faithful Test School

C. Select A School [Next](#)

School Code: 99999 School Name: City: State: Select One Radius: Select

School Code	School Name	School City	State	Grades	Radius	Select
99999	Our Faithful Test School	New york	NY	KHalfKFull,1,2,4,5,6,7,8,9,10,11,12	0	<input checked="" type="checkbox"/>

Select student(s)
☐ Test, Daughter ☒ Test, Son

[Back](#) [Save & Continue to Select A School](#)

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Next, you will be prompted to enter the Grade of your dependent(s) that are applying for aid. Please make sure to enter your student's grade for the upcoming 2021-2022 school year (not their current grade) and select the Parish you belong to or the Non-Parishioner code. Leaving these fields blank will delay the processing of your application:

Your Application

Household Information | Income & Expenses | Assets & Debts | Special Circumstances | Submit

C. Select A School Watch a video tutorial for this section

Student	School Name	Grade	Code	Tuition
Test, Daughter	Smart Aid Demo School	5	Select	\$ 32,950
Test, Son	Our Faithful Test School	1	Select	\$ 10,000

[Back](#) [Save & Continue to Employment Income](#)

Then you will be asked to enter your Employment Income if you are employed, and your Business Income if you are self-employed:

Your Application

Household Information | Income & Expenses | Assets & Debts | Special Circumstances | Submit

D. Employment Income Watch a video tutorial for this section

In this section you will tell us about your employment income. Please have your most recent paystubs available.

Parent/Guardian: Select One | Employer Name: | Current: Pick One | Est. Annual Income: \$ | Remove

[Add another employer](#)

E. Business Income

In this section you will tell us about your business income (if applicable).

Parent/Guardian: Select One | Business Name: | Active: Pick One | Est. Annual Income: \$ | Type of Business: Select One | Percentage Owned: % | Remove

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After adding your employment and/or Business Information, please confirm that all answers are correct, then click “Save & Continue to Monthly Income:”

Household Information | **Income & Expenses** | Assets & Debts | Special Circumstances | Submit

F. Monthly Income [Watch a video tutorial for this section](#)

Do you currently receive monthly income? Yes

(Examples: Food Stamps, Social Security, Child Support, etc.)
Please enter monthly amounts:

Welfare/TANF \$	Food Stamps \$	Child Support \$	Alimony \$	Retirement/IRA \$
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Social Security benefits for:

Parent/Guardian \$	Dependent \$	Housing Allowance \$	Miscellaneous \$
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Select all that apply for Miscellaneous income:

☐ Veterans Benefits ☐ Foster Care ☐ Other

G. Other Annual Income

Do you currently receive additional annual income? Yes

(Examples: Unemployment, Worker's Compensation, etc.)
Please enter annual amounts:

Interest & Dividends \$	Worker's Compensation \$	Unemployment \$	Miscellaneous \$
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Select all that apply for Miscellaneous income:

☐ Capital Gains ☐ Winnings
☐ Inheritance ☐ 1099-M
☐ Assistance from friends/relatives ☐ Other

[Back](#) [I confirm all details are correct. Save & Continue to Housing Expense](#)

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After entering all the Monthly and Other Annual Income that is applicable to your household, click the “Save & Continue to Housing Expenses” button. Here, you will be prompted to enter your Housing Information, whether you Own a home, or Rent a home:

Your Application | **Income & Expenses** | Assets & Debts | Special Circumstances | Submit

H. Housing Expense [Watch a video tutorial for this section](#)

Do you rent or own your primary residence? Own

Monthly Mortgage \$

Current Market Value \$

Total Owed on Property \$

Please enter annual amounts:

Electricity Expense \$	Previous Year Property Tax \$
Gas, Oil, Coal Expense \$	Previous Year Home Insurance \$
Water/Sewage Expense \$	Type of Dwelling

[Back](#) [I confirm all details are correct. Save & Continue to Medical Expense](#)

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The next page will ask for information regarding other expenses that might be applicable to your household:

Household Information	Income & Expenses	Assets & Debts	Special Circumstances	Submit
<div>I. Medical Expense Watch a video tutorial for this section</div> <div>Do you have current or past medical expenses? Select</div>				
<div>J. Child Support/Alimony</div> <div>Do you currently pay child support to others? Select</div> <div>Do you currently pay alimony support to others? Select</div>				
<div>K. Child Care</div> <div>Do you currently have child care cost? Select</div>				
<div>L. Elderly Care</div> <div>Do you currently have elderly care cost? Select</div>				
<div> Back I confirm all details are correct. Save & Continue to Donations </div>				

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After completing these items, please click “Save & Continue to Donations” to find the Donations section:

Your Application				
Household Information	Income & Expenses	Assets & Debts	Special Circumstances	Submit
<div>M. Donations Watch a video tutorial for this section</div> <div> In this section you will tell us about your donations (if applicable). </div> <div>Do you donate to any charities or organizations? Yes</div> <div> <div>Name of Charity/Organization <input type="text"/></div> <div>Total Annual Donation <input type="text"/></div> <div> Add Remove </div> </div>				
<div> Back I confirm all details are correct. Save & Continue to Real Estate </div>				

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If your household makes any contributions to charities or organizations, please list the amounts and the name of the organization, and **add** each separately. Once this is completed, click “Save & Continue to Real Estate:”

Your Application

Household Information	Income & Expenses	Assets & Debts	Special Circumstances	Submit
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N. Real Estate [Watch a video tutorial for this section](#)

Do you own any additional property other than your primary residence? No

O. Retirement Plans

Do you currently have a retirement fund set up? No

P. Current Assets

Please enter totals for any that apply to your household

Checking Account	\$	Cash	\$
Savings Account	\$	Stocks, CDs, Bonds, etc.	\$

Back I confirm all details are correct. Save & Continue to Vehicles

CHAT NOW USING IM.

Here, you will be asked for information such as, additional property other than your primary residence, retirement plans, as well as current assets. Once these fields have been accurately completed, please click “Save & Continue to Vehicles.” The next page of the application asks questions regarding your family’s vehicles, recreational vehicles, as well as current debts, as seen below:

Your Application

Household Information	Income & Expenses	Assets & Debts	Special Circumstances	Submit
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Q. Vehicles [Watch a video tutorial for this section](#)

Which option describes your family's vehicle expense(s)? Select

R. Recreational Vehicles/Boats

Do you own any recreational vehicles/boats? Select

S. Debts

Please enter totals for any that apply to your household

Credit Card	Bank Loans	Other Debts
\$ Enter dollar amount.	\$ Enter dollar amount.	\$ Enter dollar amount.

Student/Education Loans for:

Parent(s)/Guardian(s)	Dependent(s)
\$ Enter dollar amount.	\$ Enter dollar amount.

Back I confirm all details are correct. Save & Continue to Custom Questions

CHAT NOW USING IM.

After completing the applicable fields, be sure to click “Save & Continue to Custom Questions.” If your school has decided to add any questions to the financial aid application, they will be found here. The custom question required by the Diocese of Grand Rapids will also be found here:

Household Information Income & Expenses Assets & Debts **Special Circumstances** Submit

T. Custom Questions

School Name: Smart Aid Demo School School Code: 10427

1. What is the public school you are assigned to?

2. What high school did the parent(s)/guardian(s) on this application graduate from?

[Back](#) I confirm all details are correct. [Save & Continue to Special Circumstances](#)

[CHAT NOW USING IM.](#)

If your school does choose to implement these, please answer each of the following questions, then click the “Save & Continue to Special Circumstances” button once finished. Next, you will come to a Special Circumstances page where you can include any hardships your family may have recently gone through, or why you are applying for financial aid. Please note that you can select as many of these circumstances that apply to your family, as well as including a custom message, up to 3000 characters, by selecting “Other:”

Your Application

Household Information Income & Expenses Assets & Debts **Special Circumstances** Submit

U. Special Circumstances [Watch a video tutorial for this section](#)

- ☐ Your household experienced a COVID-19 related matter (income loss, household illness and/or death).
- ☐ Your household is expecting another child this year.
- ☐ You are in the process of a divorce or separation.
- ☐ Your spouse will not cooperate in completing this form.
- ☐ There has been a recent death in the household.
- ☐ A household member has been recently diagnosed as severely ill.
- ☐ A household member has a problem (addiction, mental illness, etc) that is causing financial stress.
- ☐ You are a non-custodial parent who is required by your school to complete this financial aid form, in addition to the custodial parent.
- ☒ Your household does not pay rent or mortgage.
- ☐ Your household does not file a federal tax document (1040).
- ☐ A household member is recently unemployed.
- ☐ Other

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After completing the Special Circumstances page, click “Save & Continue to Submit.” We’re almost done! The next page is where you will find Family School Codes (Parishioner and Non-Parishioner), your school’s application fee as well as the Terms and Conditions. A family code must be selected in order for you to be considered for financial aid:

After clicking “Save & Continue to Payment,” you are brought to the last page to the application! This page will show you your transaction number, as well as the total amount for the transaction. Please enter your credit card information and submit your payment. That’s it! You’ve successfully applied for financial aid for the 2021-2022 school year! You may now upload your supporting documents for review. Please be aware that no applications will be reviewed without supporting documentation. If you have any questions, please feel free to contact our Parent Support Center at 1-800-360-8027, or email us at support@smartaidforparents.com.

After completing your application, please see the next page for instructions of how to upload your supporting documentation.



Uploading documents to your financial aid application is as easy as 1, 2, 3!

1. First, login to your www.smartaidforparents.com account and click the “Documentation” Tab.
2. Next, select the type of document and the document file from your computer:

The screenshot shows the SMARTAID website's 'Documentation' tab. The 'DOCUMENTATION' tab is circled in red. The 'Submit Documents' section is also circled in red. It displays the accepted document types: PDF, PNG, JPEG, TIFF, with a file size limit of 25MB. Below this, there is a dropdown menu for 'Select Document Type' and a 'Browse' button. The 'Required Documents' section shows 'Federal Tax Return 1040' with a checkbox for 'Document cannot be provided'.

3. Then, make sure you’ve selected the correct file, and click upload. Please be advised that in order for your application to be processed in a timely manner, each document should be uploaded separately and labeled by type.

CAUTION: Once a file is uploaded it cannot be removed without written request to Parent Support.

This screenshot shows the same SMARTAID 'Documentation' page, but now the 'Upload' button is circled in red. The 'Submit Documents' section shows the 'Federal Tax Return' selected in the dropdown menu, and the file '20190926144824119.pdf' is entered in the text field next to the 'Browse' button. The 'Required Documents' section remains the same.

That’s it! As easy as 1, 2, 3!