

**Rapid City Catholic School System**  
**St. Elizabeth Seton Elementary / Middle School and St. Thomas More High School**

**Introduction to Tuition Assistance**  
*February 2010*

Dear Friends,

Tuition Aid Data Services (St. Paul, Minnesota), commonly referred to as TADS, has again been chosen by the Rapid City Catholic School System to conduct financial need assessments of our families seeking tuition assistance. The application process is fair and confidential. This company has been utilized by the RCCSS for the past 16 years, to remove school personnel from directly reviewing financial information of those families applying for assistance. **This application process is required for all families requesting assistance.** We want to provide needs-based assistance to as many of our families as we are able. Please do not hesitate to apply, even if you have never applied in the past. The application is very thorough, but not difficult to complete.

*Online TADS Application*

- Go to <http://www.tuitionaid.com> and click on the "Parents" button under the "Parent Login" heading.
- Completing the online form and faxing in your supporting documentation ensures that your application will be processed immediately. Indeed, as soon as you complete the online form, your school administrator will have access to the preliminary calculations.

*Paper-Based TADS Application*

Once again, we are encouraging 'GOING GREEN' with use of the online form mentioned above. If you prefer to fill out a paper-based application, please contact TADS, toll free at 1-800-477-8237 to request the form.

*Either Application Method*

- If you have any questions or need assistance, please contact TADS, toll free at 1-800-884-8237. You may also reach them through email, at [support@tuitionaid.com](mailto:support@tuitionaid.com).
- Whether mailed or completed online, the application must reach TADS by March 19<sup>th</sup>, 2010.
- The application cost is \$29. Please contact the RCCSS Business Office if the application cost is a financial difficulty for your family.
- A "Directions" sheet is on the back of this page. It applies to both paper-based applications and online applications.

*March 19<sup>th</sup> Is Important*

The majority of tuition assistance will be allocated from the initial applications. Even though TADS will process applications *after* March 19<sup>th</sup>, there is no guarantee that funds will be available after the first allocation. So, to optimize your tuition assistance opportunity, it is important that your application and all supporting documents be received in the TADS office by **March 19<sup>th</sup>, 2010**. Without all supporting documentation, TADS will not be able to accurately rate your application, which may affect your eligibility for assistance.

*Notification*

By the week of May 15<sup>th</sup>, you will receive notification of the tuition assistance granted.

Please do not hesitate to apply. And, if you have questions regarding the tuition assistance process, please contact the RCCSS Business Office at 343-8484 ext. 206.

Sincerely,  
RCCSS Business Office

# Directions for Your TADS Application, School Year 2010-2011

**Program Directions: 2010-2011 School Year**  
**Program Name: Rapid City Catholic School System**  
**Program ID: RC00000000**

## Who is Eligible to Apply?

Students entering grades K 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th are eligible to apply for aid for the 2010-2011 school year.  
Note: ALL FAMILIES WITH STUDENTS AT THE RAPID CITY CATHOLIC SCHOOL SYSTEM

## Application Deadline: 3/19/2010

Apply at [www.tuitionaid.com](http://www.tuitionaid.com) for faster processing. Your Application for tuition assistance must be in TADS office by this date in order to be eligible for maximum financial aid. We suggest that you mail your application at least one week before this date. If your application is late please contact the school to make sure your application will still be considered.

## Notice of Financial Assistance

All final decisions regarding financial aid are made by **Rapid City Catholic School System**. TADS does not have this information. If you have not received notification about financial aid, contact **Rapid City Catholic School System Business Office** but please, not before 5/15/2010.

## Applying Online

Go to [www.tads.com](http://www.tads.com) click on parents and then click on financial aid. Please select your state and then city where the school is located. Your online application will be pre-populated with the necessary school specific items.

## Preparing your Application for Mailing

1. Please use the envelope provided to mail your application.
2. You must include photocopies of all supporting documentation requested on the application. Please do not send originals.
3. Supporting documentation must be sent right away so processing doesn't delay:
  - (a) Most recent W2 statements
  - (b) Most recent paystub
  - (c) Most recent federal tax form
  - (d) Most recent corporate tax return, if applicable
  - (e) Documentation for all other sources of income (social security, welfare, food stamps, unemployment, child support, workers compensation, etc.)
  - (f) Any 1099's
4. Please do not send in a paper application if you have completed an application online.

## Form – Section 22: List of Tuition Charging Schools

Use the School IDs listed below for each dependent attending a tuition charging school for the 2010-2011 school year. Use the School ID 99999 to describe a school not listed below.

*Please Note: Although TADS has agreed to send copies of your Financial Need Report to the following schools and institutions when requested by applicants in section 22, schools using a different financial aid reporting service may require families to complete a separate application form. These schools are indicated by \*.*

<b>St. Elizabeth Seton</b>	<b>School Name:</b> STELI	<b>School City:</b> RAPID	<b>School Id:</b> 41202
<b>St. Thomas More</b>	<b>School Name:</b> STTHO	<b>School City:</b> RAPID	<b>School Id:</b> 41201

## Form – Section 24: Special Code Information

Please select the special code that best describes you and enter it in section 24. Some school tuitions are dependent on these classifications.

<b>Active Catholic</b>	<b>Code Number:</b> AB001
<b>In-active Catholic</b>	<b>Code Number:</b> AB002
<b>Non Catholic</b>	<b>Code Number:</b> AB003

## Form – Section 25: Application Processing Fees

1. **Required Processing Fee: \$29**  
If you do not enclose this entire fee with your application, TADS will not be able to process your application. Make checks payable to TADS.
2. Corporation/Partnership/Trust Processing Fee: \$19  
You are required to pay this fee if you have filed any of the following IRS forms; Form 1041, Form 1065, Form 1120-A, Form 1120, or Form 1120S.
3. Parental Report Fee (Optional): \$8  
By ordering this report, you will be able to review the accuracy of the information that TADS has taken from your application form and see your application status. Your report will be sent about 5 working days after your report has been audited/reviewed. Please Note! This report does not show the amount of assistance you may receive from your school.