



We partner with TADS in our financial assistance assessment. To begin your financial assistance application, you will complete the TADS application.

The application is a comprehensive process that will take some time to complete. Give yourself the time you need by not waiting until the deadline to begin. You'll need your 2017 W2 and your most recent pay stub before beginning the application. We also recommend that you review the materials that St. Ignatius has put together to help families with the financial assistance process.

We will communicate our financial aid decision to you. To make our decision, we use the information from the TADS process as a starting point but also consider our school policy, practices, available budget and other special circumstances noted in your application.



HOW TO COMPLETE THE PARENTS' FINANCIAL AID APPLICATION ONLINE

- Beginning October 16, 2017, go to the TADS website at <http://www.tads.com>. Review the TADS worksheets and begin to gather necessary documents.
- Create your TADS Online account with your email address and a password. If you applied for financial aid last year, simply login to TADS as a Returning Family, using the email address and password you set up last year.
- Begin an application for the Academic Year 2018 -2019. You can log out of the application at any time, then return later to complete it.
- After you have pressed submit, you'll be brought to a payment screen. The fee of \$27 is nonrefundable. Once your application is submitted, it cannot be withdrawn from the TADS system.
- About 24 hours after you pay for and submit your application, you'll have access to a section called "Manage Documents." You can upload the additional documents we require there.



HOW TO SUBMIT ADDITIONAL REQUIRED DOCUMENTS ONLINE

- Prepare your documents to be uploaded. Make sure the documents are on your computer, each saved as a separate file. They can be saved in any of the following file formats: Microsoft Word, Excel, Adobe pdf, .jpg, .gif, or .tif. Remove any security or password protection from your pdfs.
- Return to the TADS application and login.
- Select the Academic Year 2018-2019 button.
- From your TADS online Dashboard, click on the "Manage Documents" tab.
- On the Required Documents page, under "Upload Documents," click "Browse," then locate the place the document is located on your computer.
- Click "Upload Documents." Once you have uploaded a document, it will NOT appear immediately in the "Received Documents" section on this page. It can take up to 48 hours for it to be received and then validated.

If you need help completing the application contact TADS customer service at (800) 477-8237 or email: support@tads.com

HERE'S KEY INFORMATION YOU NEED TO KNOW ABOUT OUR SCHOOL AS YOU COMPLETE THE TADS APPLICATION:

Our school's ID code: **AF055750000**

Contact information for our financial aid office: THERESA BAYZE 415- 731- 7500 X5449 or email: tbayze@siprep.org

Due date for completing the application: February 5, 2018 (new applicants) March 5, 2018 (current students)

Required documents to submit in addition to the TADS application:

___ 2016 1040, 1040A or 1040EZ

___ 2016 W2 Form

___ 2017 W2 Form

___ 2016 Schedule C

___ SSS Business/Farm Statement

___ 2017 1099 Form

___ Other: _____