

St. Elizabeth Seton Elementary
St. Thomas More Middle School
St. Thomas More High School



Tuition Assistance

Dear RCCSS families:

Tuition Aid Data Services (St. Paul, Minnesota), commonly referred to as TADS, has again been chosen by the RCCSS to conduct financial need assessments of our families seeking tuition assistance. The application process is fair and confidential. This company has been used by the RCCSS for the past 20 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 or applying for a grant or scholarship.** The goal is 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 www.tads.com and click on "Family login" to begin the financial aid assessment.
- 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, the school administrator will receive a "need score" and will award aid accordingly.

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.

The majority of tuition assistance will be allocated from the initial applications. Even though TADS will process applications *after* April 30th, there is no guarantee that funds will be available after the first allocation. To optimize your tuition assistance opportunity, it is important that your application and all supporting documents be received and audited by the TADS office by **April 30, 2016**. Without all supporting documentation, TADS will not be able to accurately rate your application, which will affect your eligibility for assistance.

- 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.
- The application cost is \$34. Please contact the RCCSS Business Office if the application cost is a financial difficulty for your family. The business office is located at the Middle School and can be reached by calling 348-1477 ext. 117

Notification

By the week of May 15th, you will receive notification of the tuition assistance granted on all completed applications. We encourage all to apply.

Sincerely,
RCCSS Business Office

Directions for Your TADS Application, School Year 2016-2017

Program Directions: 2016-2017 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 2016-2017 school year.
Note: ALL FAMILIES WITH STUDENTS AT THE RAPID CITY CATHOLIC SCHOOL SYSTEM

Application Deadline: 4/30/2016

Apply at www.tads.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 two weeks before this date in order to verify that all needed information has been received and processed.

Notice of Financial Assistance

While all determinations of need are made by TADS, all awards of financial aid are made by **Rapid City Catholic School System** following a consistent formula. If you have not received notification about financial aid, contact **Rapid City Catholic School System Business Office** at 605-343-8484 x117 but please, not before 5/15/2016. Applications which have not achieved a "good" or "fair" status by the deadline will be accepted on a first come first serve basis and will be awarded based on available funds.

Applying Online

Go to www.tads.com click on family login and then click on financial aid assessment. Log in or create an account to start your application. 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 ID listed below for each dependent attending a tuition charging school for the 2016-2017 school year.

Rapid City Catholic Schools	School Name: STTHO	School City: RAPID	School Id: 41201
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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.

Active Catholic	Code Number: AB001
In-active Catholic	Code Number: AB002
Non Catholic	Code Number: AB003

Form – Section 25: Application Processing Fees

1. **Required Processing Fee: \$34**
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.
4. Please contact the school's business office if you find the required processing fee to be a financial hardship