Belen Jesuit Preparatory School makes financial assistance available to all students who attend the school regardless of race, color, creed, disability or national origin. The Financial Assistance Program takes the form of hardship assistance. Hardship assistance is determined based on financial need subsequent to the evaluation of the financial assistance application. Belen Jesuit does not award academic or athletic merit-based scholarships.

- Smart Aid Application to be completed online at https://smartaidforparents.com (If divorced each parent must apply)
- Cover letter explaining the reason you are applying for financial assistance (to be submitted to amanrara@belenjesuit.org)
- Florida Tax Credit Scholarship Application to be completed online at www.stepupforstudents.org (proof of application must be sent to amanrara@belenjesuit.org)
- Florida Private School Scholarship Application to be completed online at www.AAAScholarships.org/Florida (proof of application must be sent to amanrara@belenjesuit.org)
- Form 4506-T to be submitted to the IRS for Transcript of Tax Return (personal and business). Click here to download the form.
- Copy of divorce decree if parents are divorced (to be submitted to amanrara@belenjesuit.org)

**New applicants only:** You must make an appointment with Mrs. Ana Manrara at (786) 621-4110 or amanrara@belenjesuit.org. Completed application and all required documents are to be submitted before the appointment.

**Renewal applicants:** Completed applications are to be submitted online. You may be contacted for an appointment if any additional information or explanation is needed.

Please visit https://www.belenjesuit.org/financialassistance to review the key dates and important information regarding the financial assistance process.

If you have any questions, please contact Ms. Ana Manrara at amanrara@belenjesuit.org or (786) 621-4110
Access Application: https://smartaidforparents.com
School ID and Name: 13391 – Belen Jesuit Preparatory School
Application and Supporting Documents Due Date: 2/28/2020
Eligible Grades: 6, 7, 8, 9, 10, 11, 12
Application Fee: $35

Required Supporting Documentation

Applications submitted without documentation will not be processed.

- Most recent paystubs.
- Most recent W-2 forms for all jobs.
- Most recently filed federal tax return (1040).
- Most recent filed business tax return: 1120, 1120S, 1065 (if applicable).
- Supplemental income documentation: Social Security income, Welfare, Food Stamps, Child Support, 1099-M Forms, Worker’s Compensation, Unemployment, Veterans Benefits, Housing Allowance, etc.
- If you are unable to provide any of the aforementioned items, please submit a Special Circumstance Letter indicating which document(s) you are unable to provide and why. This information will be shared with your school for consideration.

Creating Your Account

Please visit https://smartaidforparents.com and create your account by entering your primary email address as your username. Smart Aid will use this email address to contact you in the event that your application is “On Hold” for missing documentation. Once you create your username and password, you will receive a verification email. Next, please click the verification link to verify that you are the account holder, and you will then be able to log in using the username and password you created. Please be advised that if you do not click the verification link that is sent to your email address, you will not be able to log in or reset your password.

Submitting Documentation

Documentation should be submitted at the time the application is completed. Please be advised that each document must be uploaded separately under the appropriate document type in order for your application to automatically move into the “Documents Received” status, and ready for review.

- Direct Upload: https://smartaidforparents.com (login with your username and password)

Application Rollover

If you created a Smart Aid account to apply for financial aid in a prior year, your application will roll over into the next school year. Your username and password will remain the same, as well your Application ID number (with the exception of the first two digits as that indicate the school year). The Parent/Guardian and Dependents section of the application will be auto-filled for you, you will simply need to confirm the information before advancing to the next sections of the application. If any information from the Parent/Guardian and Dependent section should be updated, please make the necessary changes.

Smart Aid Contact Information

- Phone Support: (800)-360-8027
- Email Support: support@smartaidforparents.com
- Once logged into your account, click the icon in the lower right corner of your screen to live chat with us.
Notification of Financial Aid

Once your application is processed, a financial aid recommendation will be forwarded to Belen Jesuit Preparatory School. All final financial aid decisions, including notification of an award amount (if any) will be made by Belen Jesuit Preparatory School. If you have not received notification regarding financial aid, contact the financial administrator at Belen Jesuit Preparatory School.

Online Instructions

1. Online Application
Visit: https://smartaidforparents.com

2. Section 1 – Household Information
Parent/Guardian: Enter the parent or guardian’s contact information. Dependent: Enter all dependents that live in the household.
For dependents in college, select the “attending another private school” status option.

3. Section 2 – Selecting A School
Enter your school’s five-digit code 13391 or name in the search box. If you want to search for schools near you that are participating in the Smart Aid program, you can search by city and state. Make your selection by checking the select check box. Once a school or multiple schools are selected, you will then need to select the student(s) you wish to apply for aid at the appropriate school(s). After the school(s) have been selected, you will then need to select the upcoming grade for the student, student code (if applicable), and expected tuition (if applicable) for the upcoming year. Clicking “next” after each section will allow you to move on to each subsequent section.

4. Section 3 – Income & Expenses
Enter any income the household receives; employment, business or supplemental. If the work status is selected as ‘employed’, ‘self-employed’, ‘unemployed, receiving benefits’, or ‘disabled, receiving benefits,’ you will be required to enter this income source in the appropriate section before moving through the application. Please enter all expenses as they pertain to your household.

5. Section 4 – Assets & Debts
Enter all assets and debts as they pertain to your household.

6. Section 5 – Special Circumstances
Check off any special circumstance that pertains to your household. If no option available best describes your household’s circumstance, please check ‘other’ and describe your situation. This information is confidential and will only be available to designated School Administration and Smart Aid staff.

7. Section 6 – Submit
If your school uses family school codes, please make the appropriate selection. Agree to Smart Aid’s terms and conditions, then click SUBMIT to complete your online application.

Please be sure to enter all fields with accuracy.

Frequently Asked Questions

Q: Who should complete this aid application?
A: Whomever the child resides with should complete this application whether it is a parent, grandparent, aunt/uncle, or legal guardian. There is a section within the application where you can enter contributions from non-custodial parents and relatives.

Q: Why do I need to input my spouse’s information if I am remarried and they are not legally responsible for my children?
A: Smart Aid’s calculation works off of the total household income, therefore including all income, whether the party is legally responsible for your children or not. Our system however, does take into effect your spouse’s expenses as well as their income. It is important to list all expenses that are asked of within the application.

Q: I do not have the required tax documents. HELP!
A: Include the most recent tax documentation you have available. If you are asked for a specific line from a tax document that you have not yet completed, please estimate the projected amount.

Q: How will I know if I qualify for aid or not?
A: We do not disclose information about the results of your application. All final tuition aid decisions, including notification of an award amount (if any); will be made by your school. For the date award notices will be given, please contact your school directly.

Q: What if I want to edit my application?
A: Once an application has been submitted and paid for it can no longer be edited by a parent. However, if changes are necessary a written statement with the change (including the application ID), should be sent to support@smartaidforparents.com