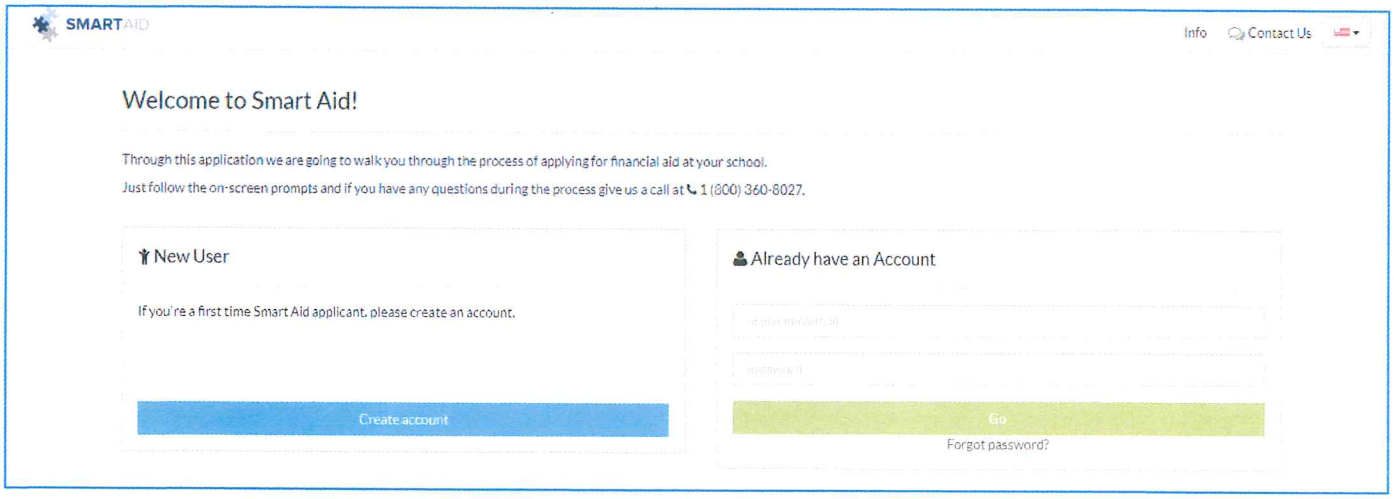
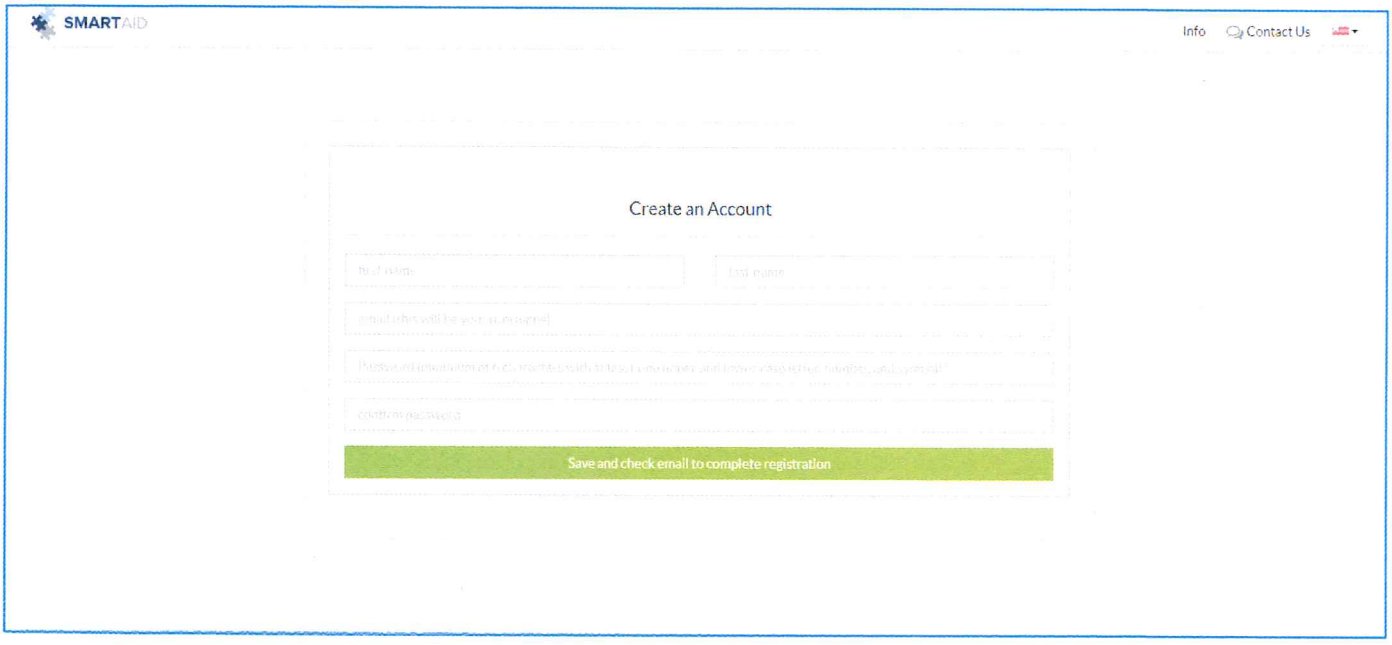
Smart Aid
Online Parent Application

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

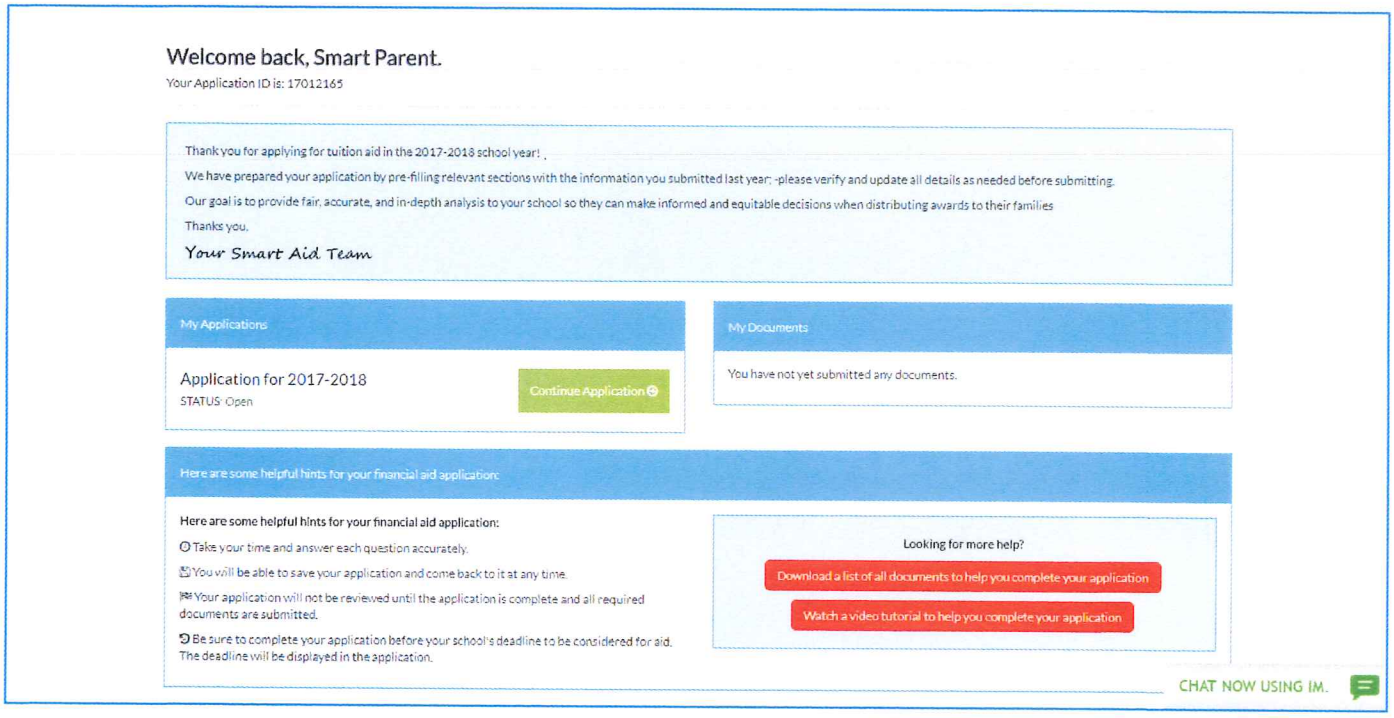


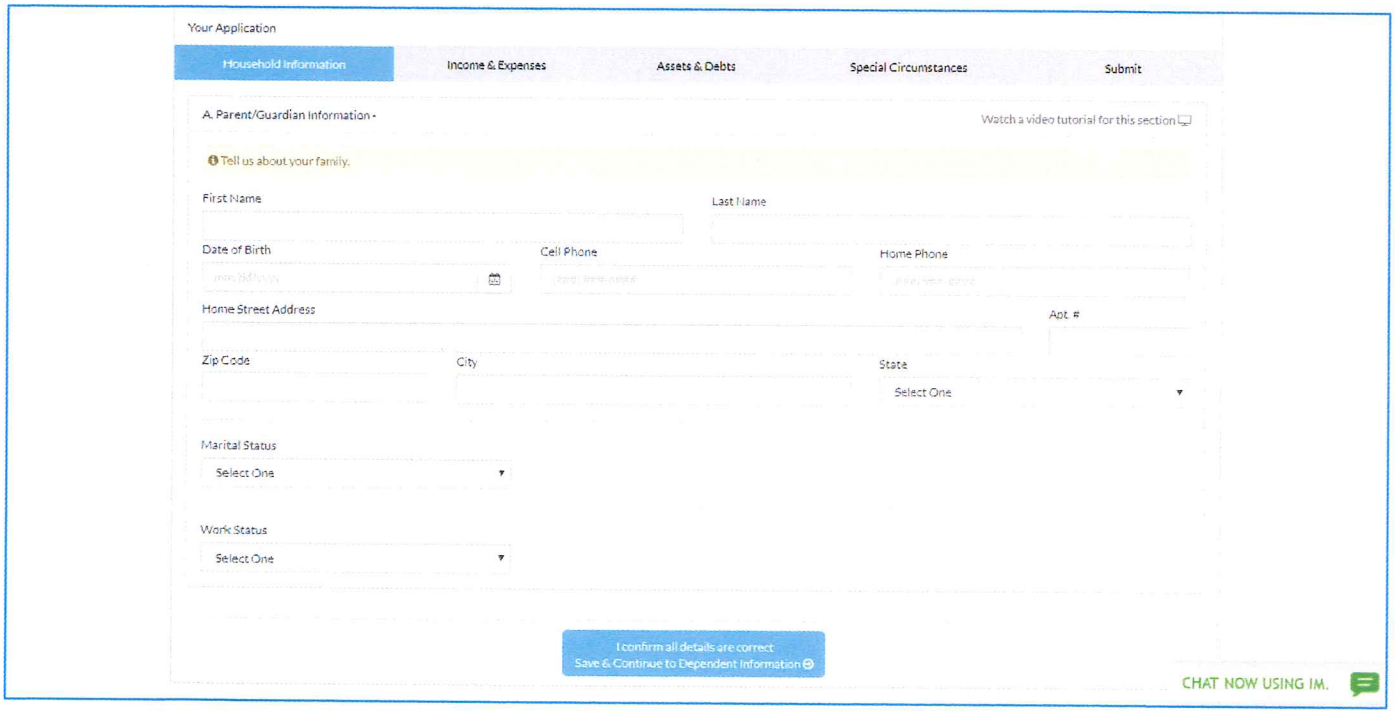
First, we will create an account that you will use to file applications not only for the current year, but also for years to come with Smart Aid:



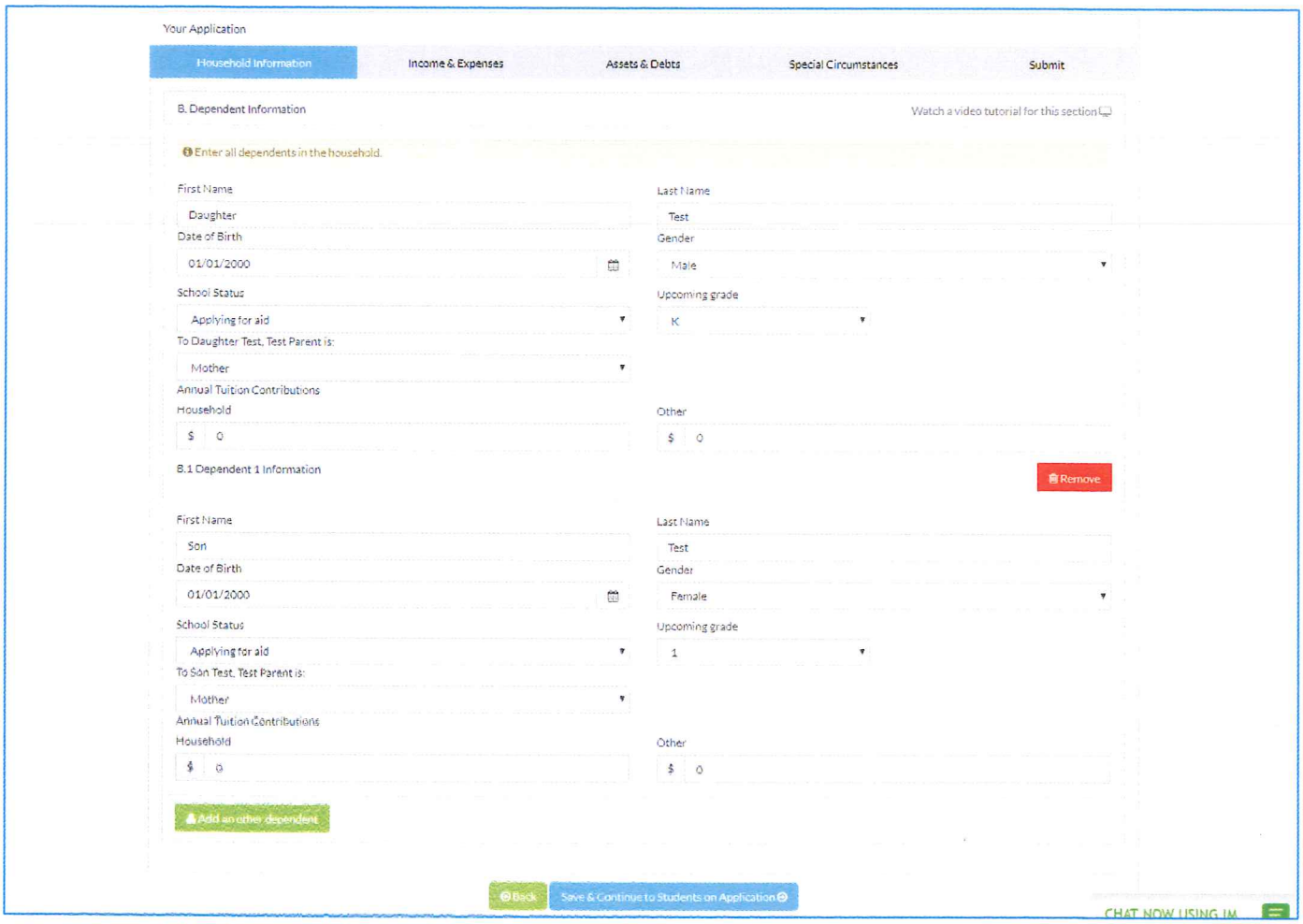
Next, as the green button indicates, you must check your email for a verification link sent from customerservice@smarttuitionmessages.com. Please be sure to check your spam and junk mail folders, in case your email account identifies this email as such. Upon receiving the email, simply click the verification 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:

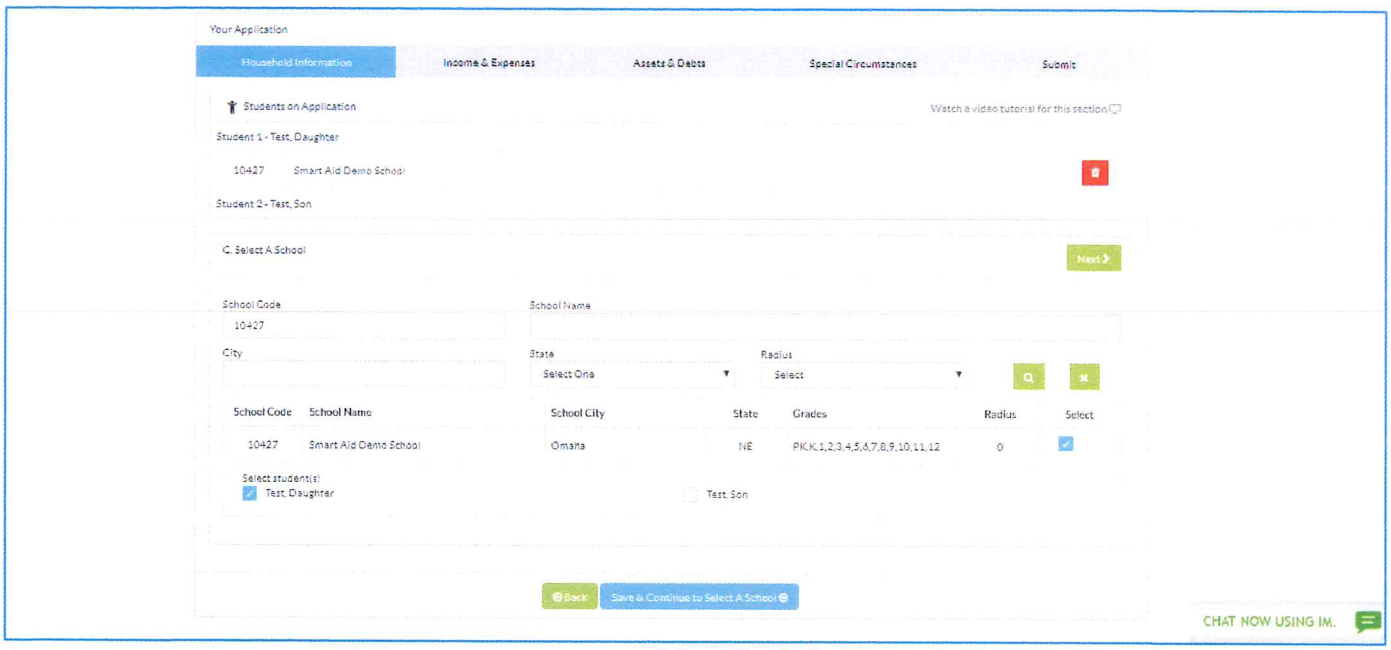




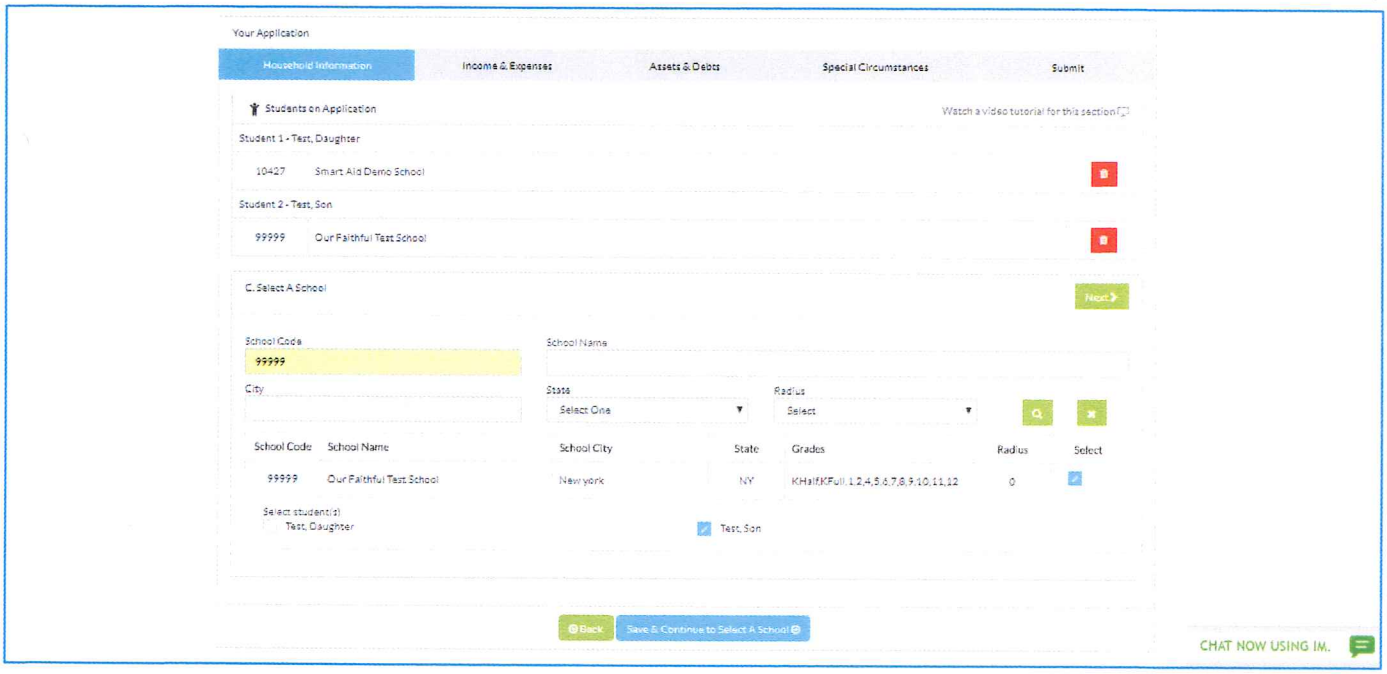
After adding each Parent/Guardian's information, click "Save & Continue to Dependent Information:"



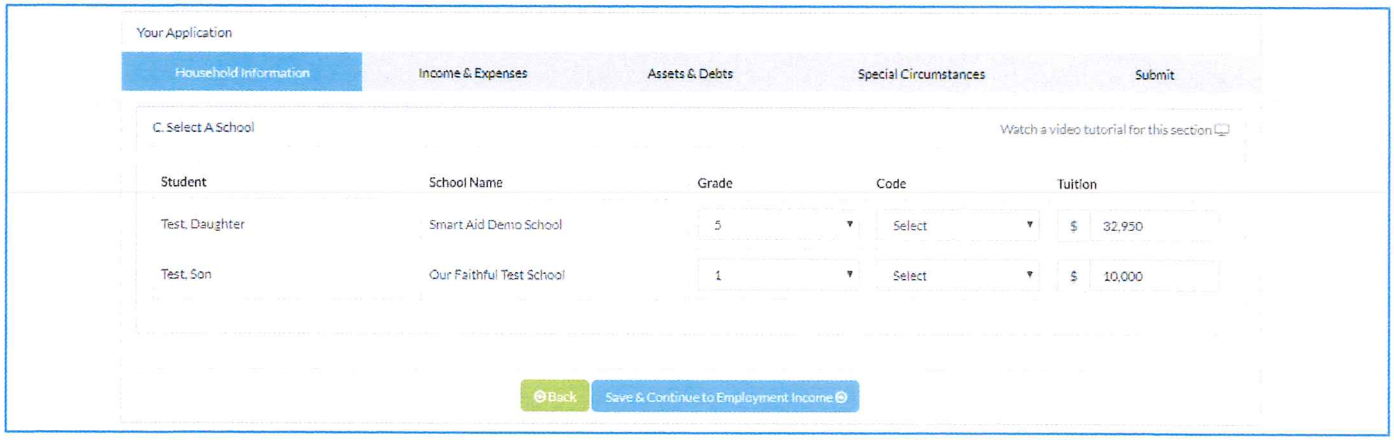
Please be sure to indicate the children who are applying for financial aid with "Applying for Aid" as their **School Status**. Here, you'll also see 2 fields under **Annual Tuition Contributions.** The "Household" field indicates how much your family can afford towards the specific dependent's tuition 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!



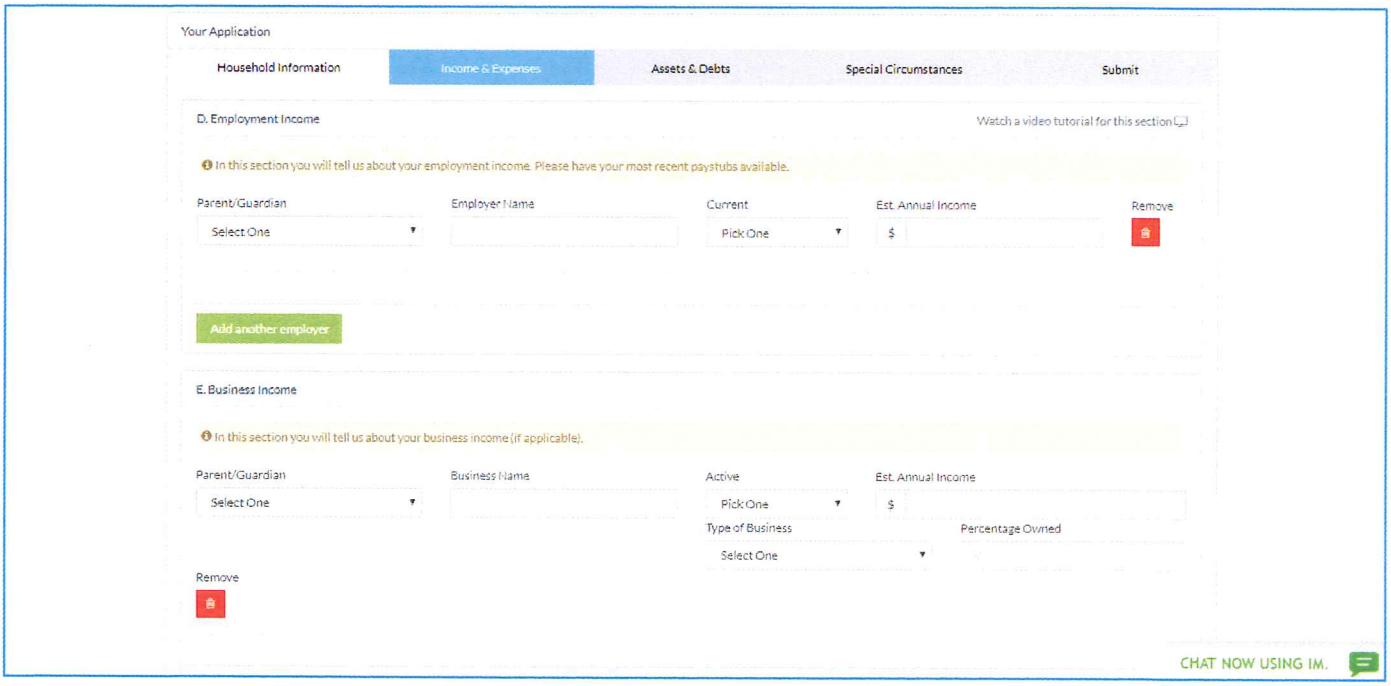
There are several fields where you can search for the school(s) you are applying for. Type in the 5-digit school code listed on the Parent Instructions you've received, the name of the school, or the school's city, then click the green magnifying glass button to search. Your school will then appear within 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:



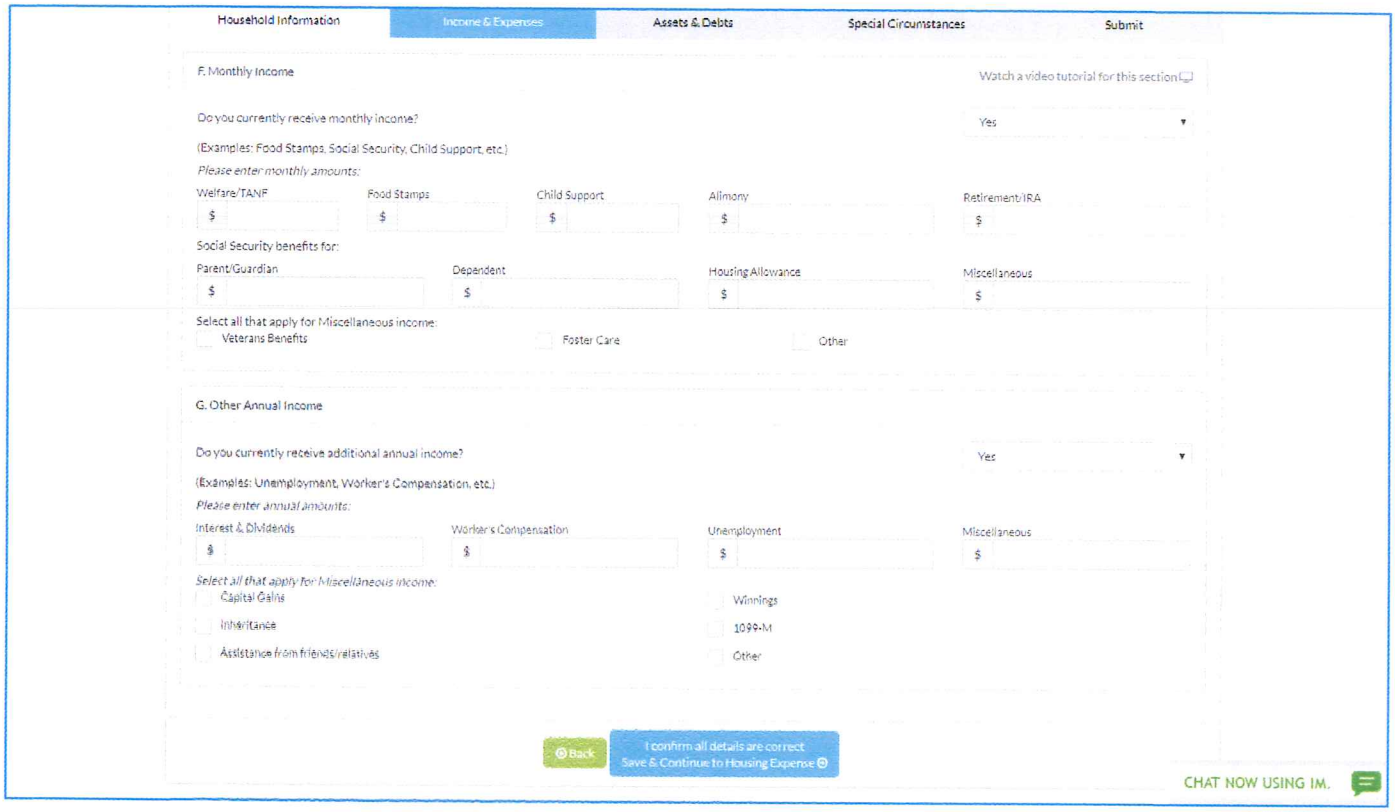
Next, you will be prompted to enter the Grade of your dependent(s) that are applying for aid:



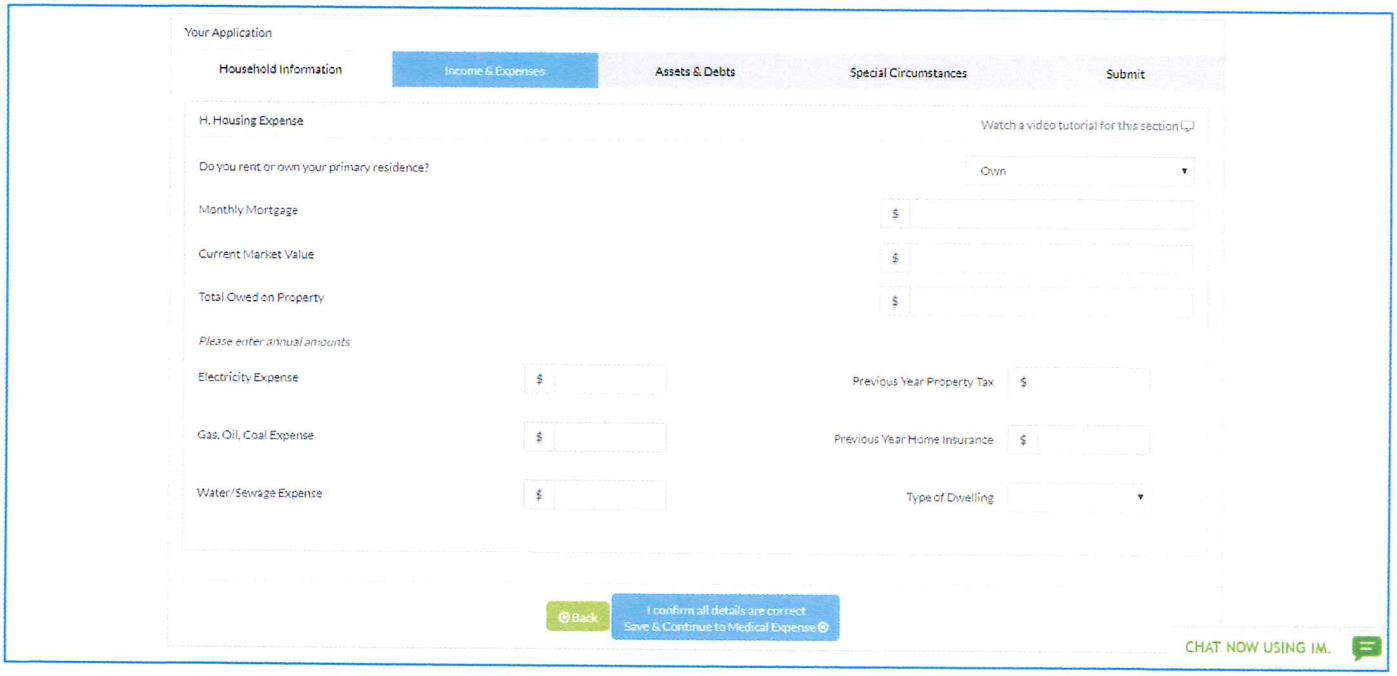
Then you will be asked to enter your Employment Income if you are employed, and your Business Income if you are self-employed:



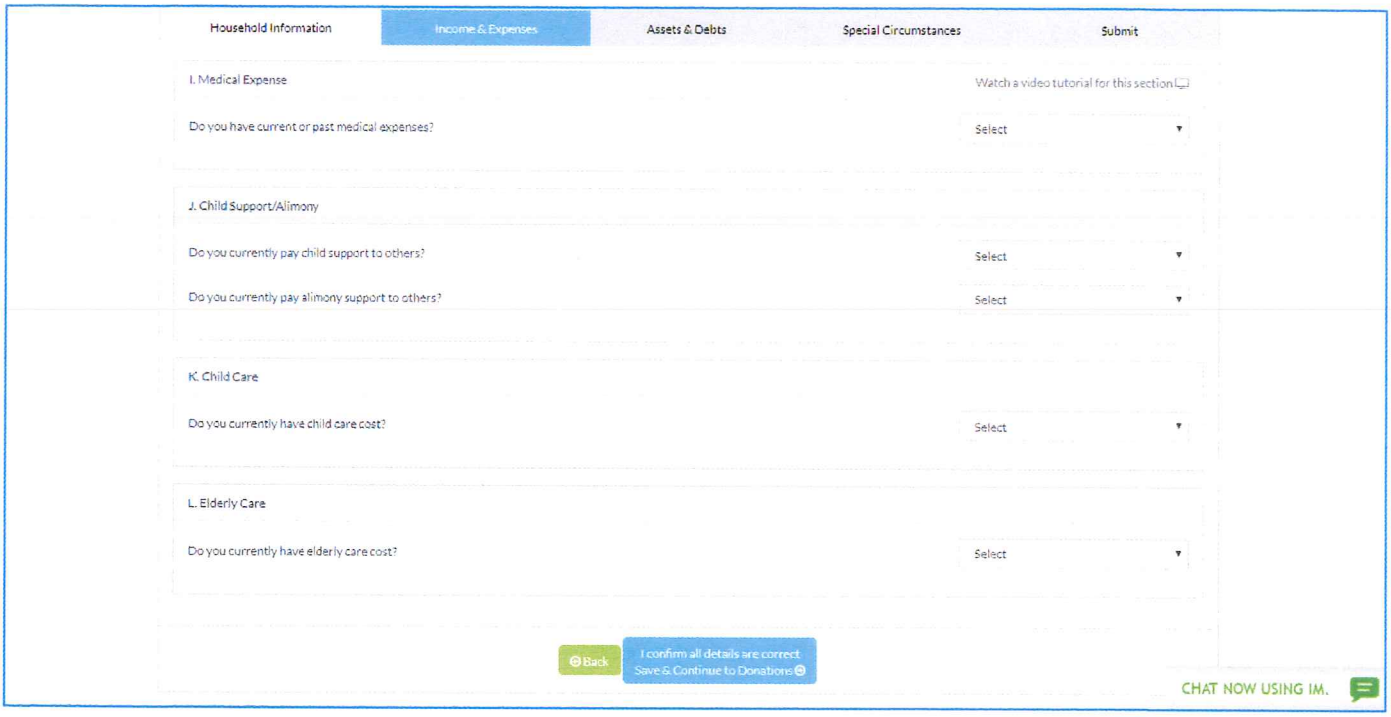
After adding your employment and/or Business Information, please confirm that all answers are correct, then click "Save & Continue to Monthly Income:"



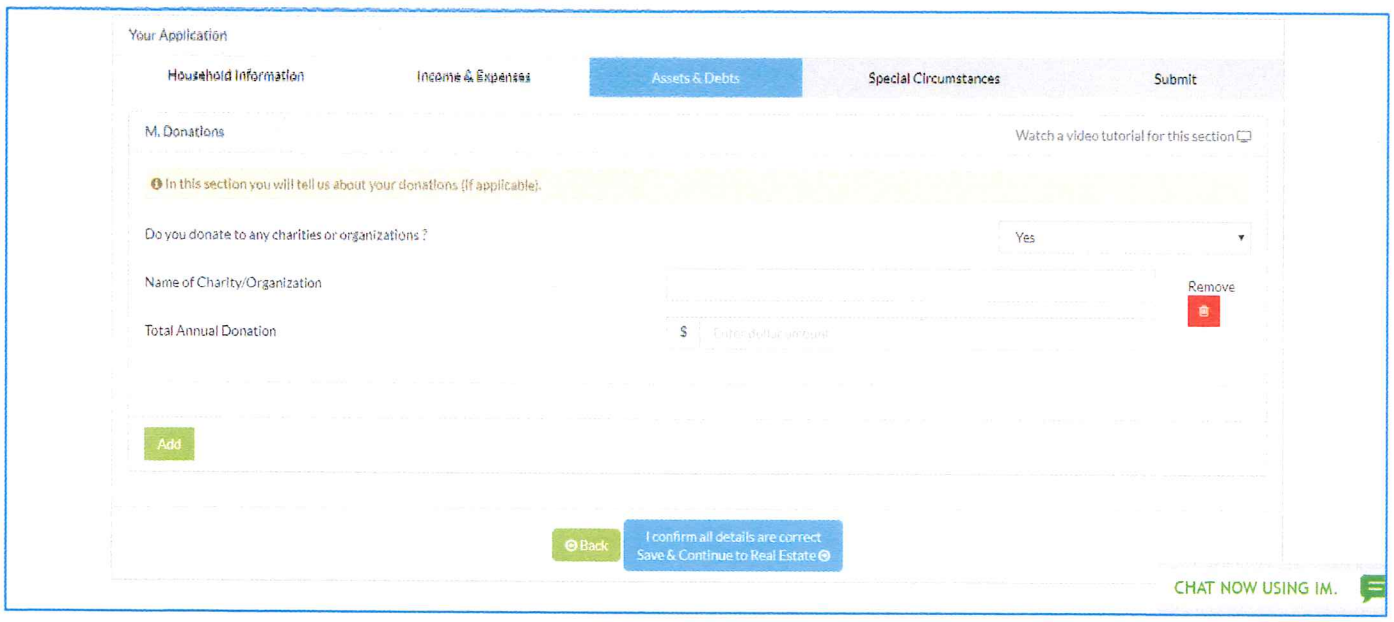
After entering all the Monthly and Other Annual Income that is applicable to your household, click the "Save & Continue to Housing Expenses" button. Here, you will be prompted to enter your Housing Information, whether you Own a home, or Rent a home:



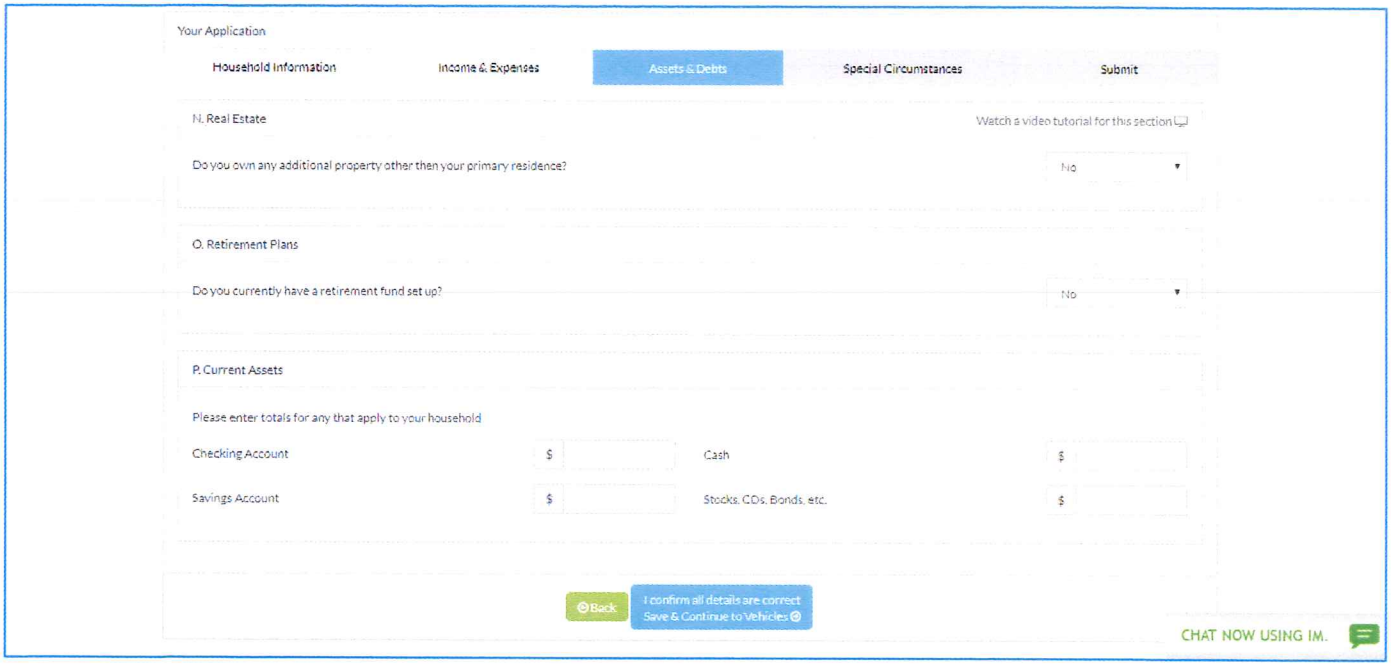
The next page will ask for information regarding other expenses that might be applicable to your household:



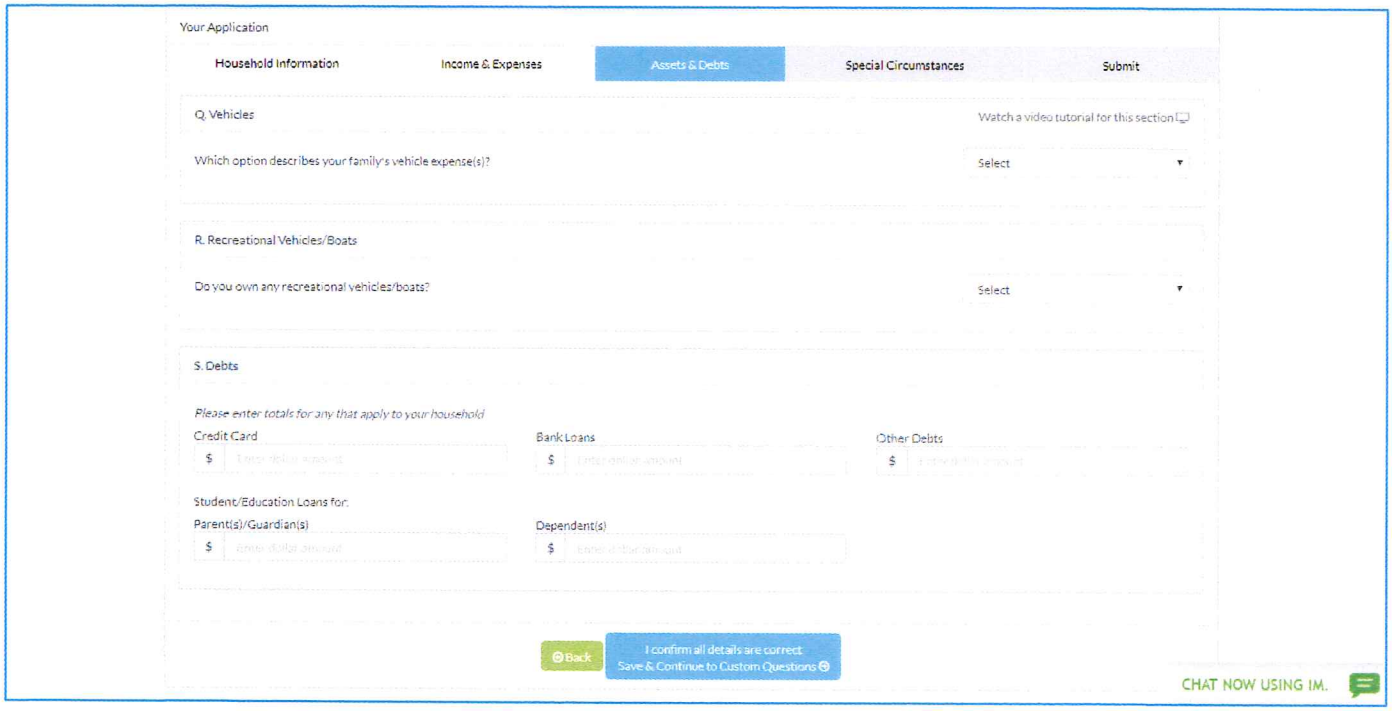
After completing these items, please click "Save & Continue to Donations" to find the Donations section:



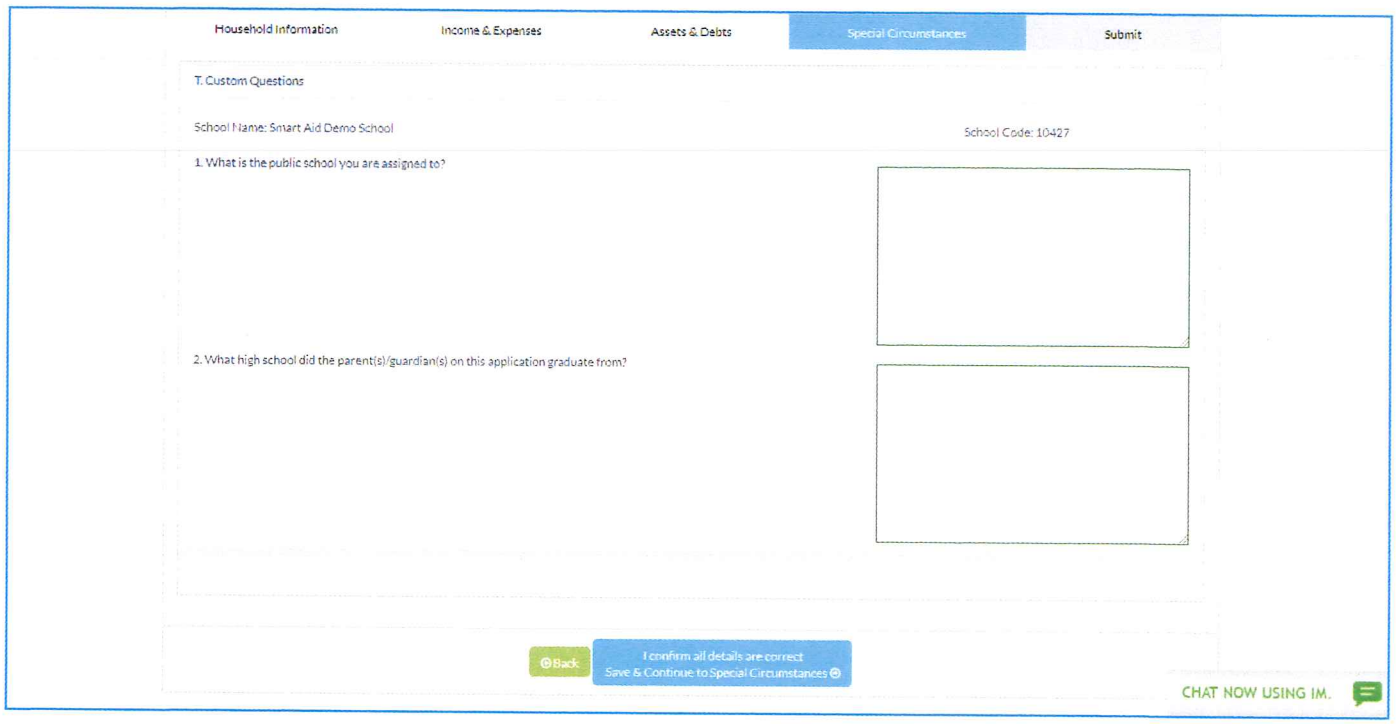
If your household makes any contributions to charities or organizations, please list the amounts and the name of the organization, and **add** each separately. Once this is completed, click "Save & Continue to Real Estate:"



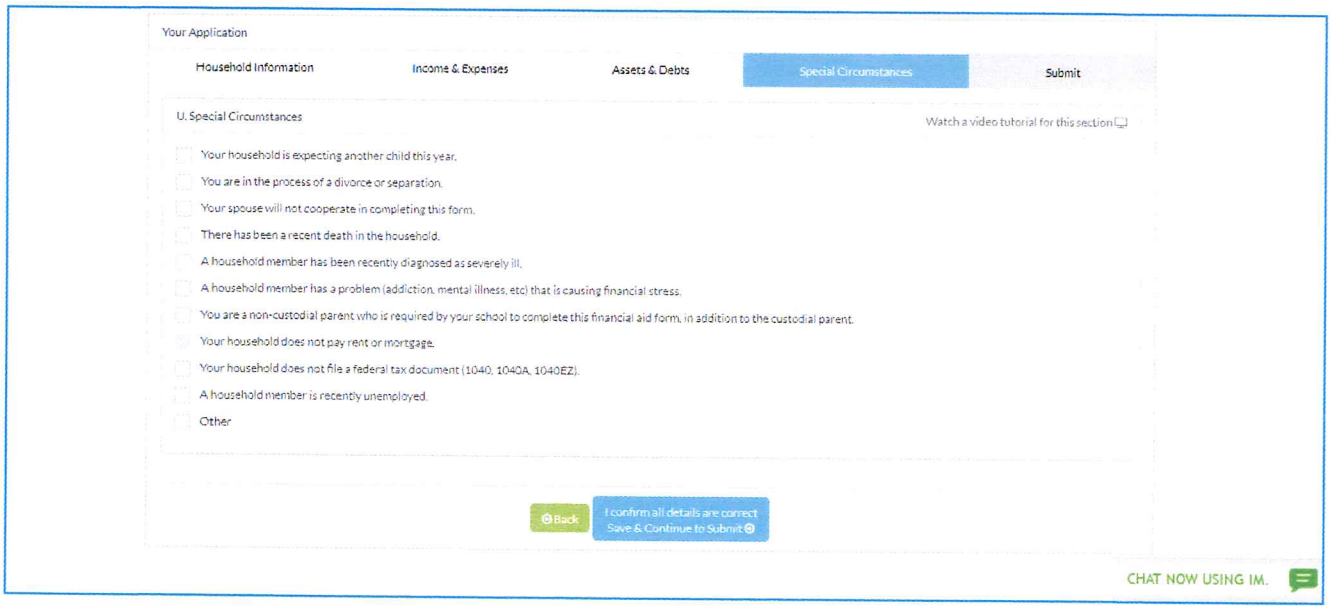
Here, you will be asked for information such as, additional property other than your primary residence, retirement plans, as well as current assets. Once these fields have been accurately completed, please click "Save & Continue to Vehicles." The next page of the application asks questions regarding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



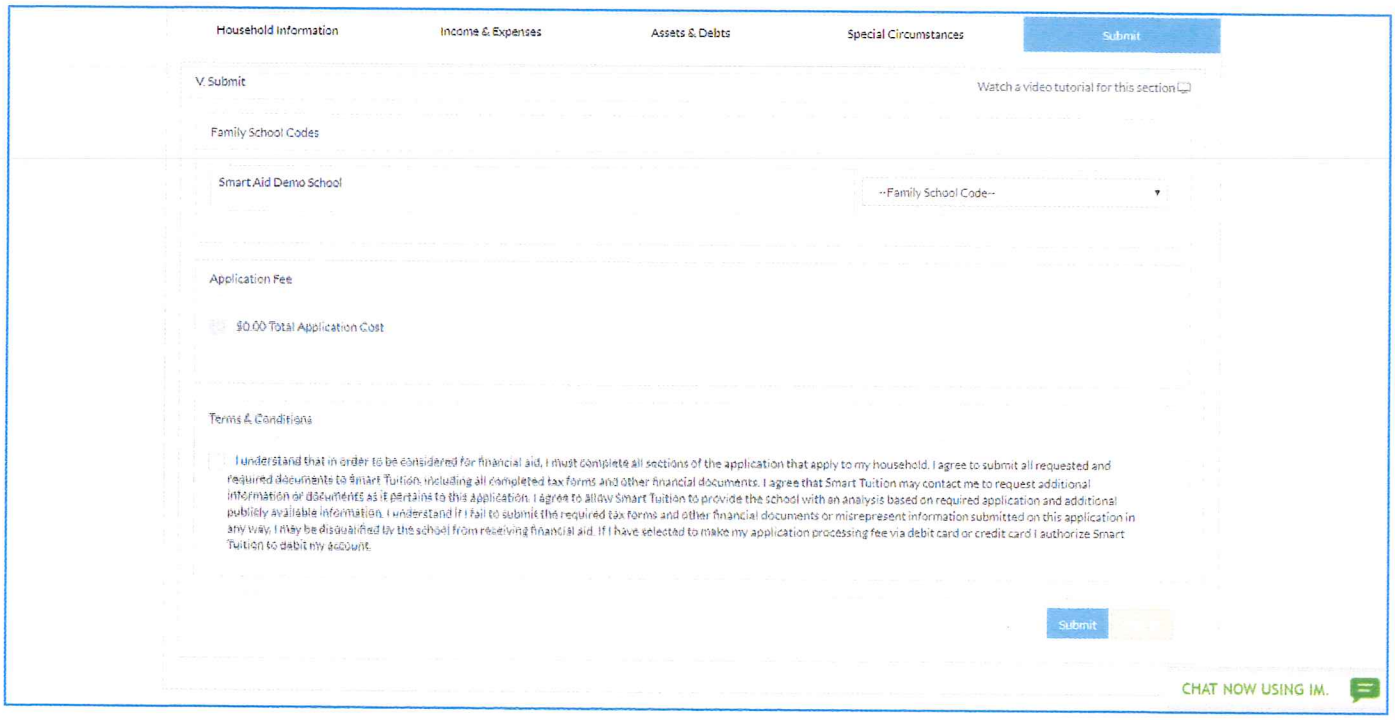
After completing the applicable fields, be sure to click "Save & Continue to Custom Questions." If your school has decided to add any questions to the financial aid application, they will be found here:



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:"



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 (if your school chooses to use them), your school's application fee as well as the Terms and Conditions:



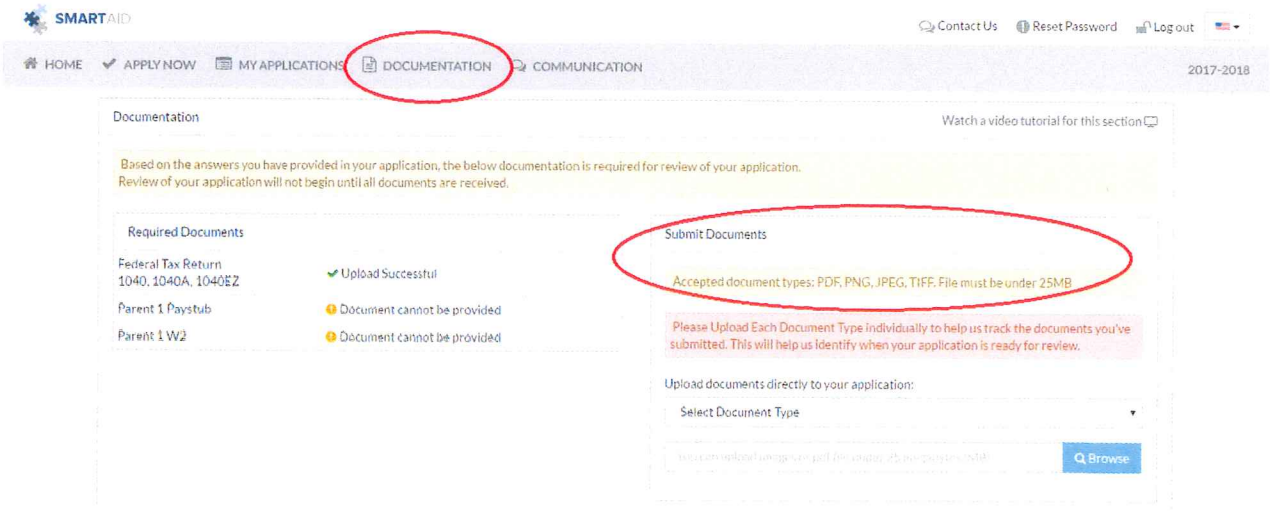
After clicking "Save & Continue to Payment," you are brought to the last page to the application! This page will show you your transaction number, as well as the total amount for the transaction. Please enter your credit card information and submit your payment. That's it! You've successfully applied for financial aid for the 2018-2019 school year! 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.

Parent Instructions:
Direct Upload of Documents

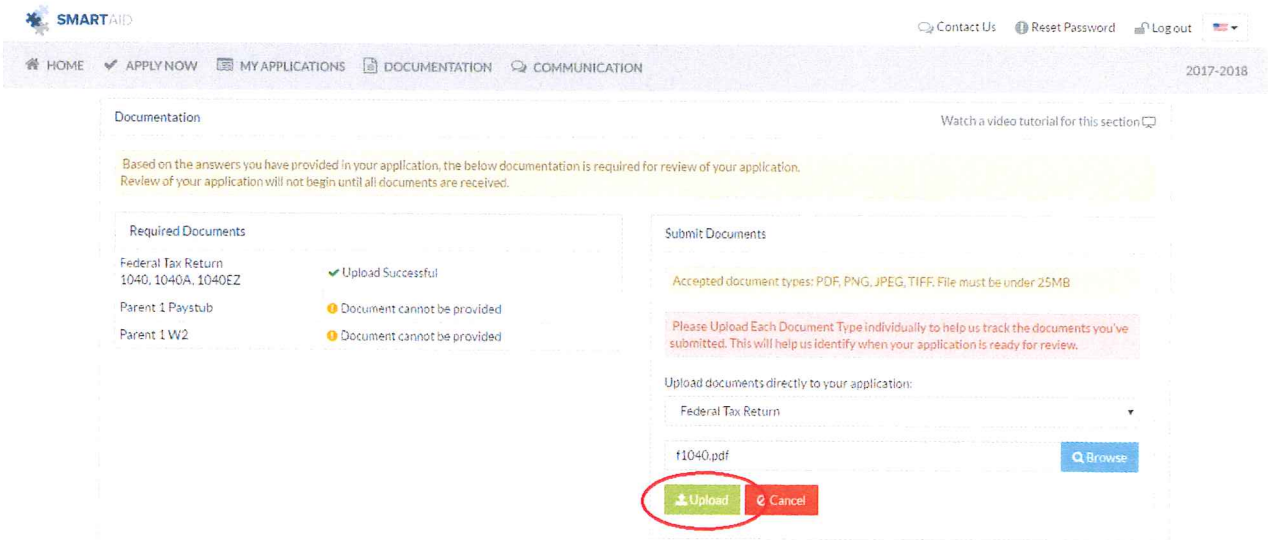
Uploading documents to your financial aid application is as easy as 1, 2, 3!

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:



3. Then, make sure you've selected the correct file, and click upload. Please be advised that in order you're 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.



That's it! As easy as 1, 2, 3!