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## **TADS APPLICATION INSTRUCTIONS FOR OUR NEW FAMILIES:**

The Montclair Cooperative School partners with the Tuition Aid Data Services (TADS.com) to assess each family's financial information and determine financial need. You may begin applying for financial aid for the 2019-2020 school year through TADS.com beginning on October 15, 2018. Your online financial aid application and all required supporting documents must be received at the time of your application for admission. Late requests for aid will be considered if funds are still available.

### **HOW TO APPLY FOR FINANCIAL AID:**

#### **1. Complete the online application:**

- On or after October 15, 2018 go to [www.tads.com](http://www.tads.com) and create a new account or log in with your existing account.
- Click on the prompt to begin your Parents' Financial Statement (PFS). You only need to complete one application for all children applying to our school. Our School code is **30032**.
- **Please be sure that you select the 2019-2020 school year when completing your application.**

#### **2. Before you begin your online financial aid application, you should have the following information in front of you:**

- Your most recent 1040 federal tax form & any corporation, partnership or trust returns where applicable. (1120, 1120S or 1065)
- Business/Farm Statement (if applicable).
- Copy of your most recent pay stub or W-2 forms and 1099's if applicable.
- Monthly income including welfare, food stamps, social security, child support, alimony & other income.
- Yearly income including interest & dividends, workers compensation, unemployment & other income.
- For renters: Rent, renter's insurance, yearly energy expenses.
- For home owners: Purchase price of home, improvements, current market value of home, home loan amounts, mortgage payments, property tax, home owners insurance.
- Detail of Other Assets & Related Expenses other than primary home including rental real estate, automobiles, recreational vehicles and boats.
- Checking, savings, cash, CD, stocks, securities, bonds, mutual funds, yearly retirement fund contributions and total current values.
- Medical expenses and debt, day care expense & charitable giving.
- Miscellaneous debt including credit cards, bank loans, education loan, loans from friends or relatives and any other debt.

- Dependent earnings and savings.
- *Separated and divorced parents must both submit all paperwork & tax documentation.*
- *The school reserves the right to ask for additional information.*

**3. If necessary or desired, send additional documentation to TADS:**

- **Upload:** Log in to the PFS online, go to the purple “Manage Documents” tab and upload.
- **Alternately, mail documents to:** TADS, 1201 Hawthorne Ave., Suite 100, Minneapolis, MN 55403.

Remember to keep a copy of all records and documentation before submitting them to TADS.

Award notifications will be included with re-enrollment contracts that are distributed in February. If you have any questions related to the financial aid process, please direct your questions to our business manager, Donna Ellwood, at 973.783.4955 ext. 416 or [donnae@montclaircoop.org](mailto:donnae@montclaircoop.org).