

## FACS –FAQ

### 1. When is the form due?

- Each school sets their own deadlines when returning families and new applicants are to apply
- Please check on the school's website, or with their administrative office, if in doubt

### 2. Is there is more than one student applying, or applying for a variety of schools?

- If you have more than one student applying, note family name on Page 1, and on Page 4 list all your dependents, whether they are students at a tuition charging school or not, with the appropriate details regarding age, school attended, grade, etc.
- If you are applying to a variety of schools:
  - Check the names of each school applied to on Page 1;
  - Then leave Section 23, on Page 4 blank for the 2010/11 school year;
  - In Section 25, for each school, list the student's name, list school's name, cost of attendance, and amount of assistance requested for that school.

#### For Example:

a) Student's name	b) Age	c) Living with parents	d) Name of school	f) Total cost	g) From parents	h) Financial assistance
Smith, J	14	yes	1st school	15,000	10,000	5,000
			2 <sup>nd</sup> school	17,500	10,000	7,500

### 3. What if current tax information is not available to fill out the form?

- If your current years' T4 has not yet been received, use the information on your last paycheque to calculate your earnings for the whole year. This method can also be used for amounts being deducted for pension plans, union dues, etc.
- In this case, enclose both a copy of this pay statement and the prior year's T4
- Medical expenses, donations, etc. use your best estimates
- If you are self-employed and have not yet prepared your Statement of Business Activities, enclose a copy of the last year's tax statement that was filed, and using this as a base, estimate your revenues and expenses for the current and projected year.

### 4. What if my Notice of Assessment has not arrived?

- Depending on when you filed your taxes, the Revenue Canada Notice might not have been received when you're filling in the form.
- First, try and obtain a copy of Notice on the Revenue Canada website
- If unavailable, enclose the latest year's Notice that you have received so that you do not hold up submitting the form. The current year's Notice can be mailed in after.

### 5. What if I don't know the taxes I paid, or might owe?

- If you have not completed your tax return for the 2009 year, and you are a Canadian Resident, you can leave Section 16 blank for both the 2009 year and your projected income for 2010 and we will estimate your taxes.
- If you reside outside of Canada, and pay taxes, provide your best estimate

### 6. What business information needs to be enclosed?

- If you are *self employed*, provide the latest copy of the Statement of Business Activities that was filed with your tax return
- If you *own a business*, enclosed the latest set of financial statements that have been prepared. Do not send your Corporate tax returns.

**7. Are you are separated or divorced from the applicant's father/mother?**

- If there is no contact with the student's other parent, provide whatever information you have available
- Regardless with whom the student lives, if **both parents** are involved with the student, they both need to fill out a complete form, whether they are supporting his/her fees or not.
- The information for each parent can be sent in together, or individually. Please do not combine information for two separate households on one form.
- If individual forms are to be remitted, please note that a second form will be forthcoming.
- **Information provided separately will not be shared with the other parent.**

**8. What is included in Cost of Education?**

- Cost of education includes all costs related to having the student at the school.
- Tuitions; technology fees (if charged); books if not included; travel to and from the school, if you are a boarder; the one time new student registration fee, if applicable; team activity costs, if known, i.e. hockey team, etc.

**9. Other information**

- If you feel the form does not specifically address your unique family situation, more information can be provided
- Feel free to enclose additional details that you think might be relevant to your application.

*If you are in doubt about whether you have filled out the form correctly, you may enclose copies of statements (Bank, Investment, RRSP or Credit Card), for our review, however this is not necessary.*

*If you have further questions, you may e-mail us at [analysis@afsfacs.ca](mailto:analysis@afsfacs.ca), or call (416) 730-9900*