

FACS –FAQ

1. When is the form due?

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

2. What to do if there is more than one student being applied for, or one student and a variety of schools

- . if you have more than one student applying, note family name on front page, and all your dependents, students at a tuition charging school or not on page four with the appropriate detail
- . if you are applying to a variety of schools, check names of all schools applying for on page one, leave Section 23, on page four blank for the 11/12 school year, list the student's name and starting a new line in Section 25 for each school, list school's name, cost of attendance there, and amount of assistance requested.

For example

a) Student's name	b) Age	c) Lvg 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 nd school	17,500	10,000	7,500

3. What if I don't have my current tax information available to fill out the form?

- . if your T4 has not yet been received, use the information on your last paycheque to calculate your earnings for the whole year. This can also be used for amounts being deducted for pension plans, union dues, etc.
- . 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, enclose a copy of the last year's information that was filed, and using this as a base for the current and projected year estimate your revenues, and expenses.

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

- . depending on when you file your taxes, and Revenue Canada, the Notice might not have been received when you're filling in the form. If you can't access the information on line, enclose the last year's notice that you have received versus holding up submitting the form, and the current year's can be mailed in after.

5. What if I don't know how much taxes I paid, or might owe.

- . if you have not completed your tax return for the 2010 year, and you are a Canadian Resident, you can leave Section 16 blank for both the 2010 year and your projected income for 2011 and we will be able to estimate your taxes.
- . if you reside outside of Canada, and do 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 is to be, or was, filed with your tax return
- .if you *own a business*, enclosed the last set of financial statements that have been prepared. We do not need Corporate tax returns sent.

7. If in doubt if you've filled out the form correctly you certainly may enclose copies of Bank , Investment and RRSP and Credit Card statements, for our review, however this is not necessary to be enclosed with the application at this time.

8. If you are separated, or divorced from the applicant's father/mother.

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

9. What is included in Cost of Education?

- . 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.

10. Can I change the information submitted on a previous application?

If information first submitted on your PFS has changed, please notify FACS so that a new analysis of the PFS can be completed. Do not send another PFS or additional payment. Describe the changes and provide any new dollar amounts. Depending on the magnitude of the changes, an adjusted report will be sent to those schools you had named to receive reports.

Be sure to include the applicant's full name, school and current mailing address in all correspondence with FACS.

11. Other information

- . if you feel the form does not specifically address a situation that might be unique to your family, more information is always better, therefore feel free to enclose some additional detail that you think might be relevant to your application.

12. If in doubt, e-mail us at analysis@afsfac.ca, or call (416) 730-9900