

Dear Diocese of Pittsburgh Schools:

Thank you for electing to use our online application and interactive PDF services for the upcoming 2016-2017 school year. Together these services aim to provide your applicants with options to complete their application for financial aid. By posting these features to your website, along with included instructions, PSAS hopes to make this a convenient process for all parties involved.

***PSAS online application for the 2016-2017 school year.***

The online application has been redesigned for ease of use and it is customized for your school or program. Utilizing the online application will allow you to have immediate access to which families have submitted applications. You will simply need to add this direct link ( <http://www.psas.org/PITT.aspx> ) to your school's website for families to apply for tuition assistance. If you have any questions about the link or what is required to post the link, please contact our technical support team at (800)506-5303 or [admin@psas.org](mailto:admin@psas.org) .

Once a family clicks on the link, they will be directed to a landing page (hosted by PSAS) which will include your application deadline(s) and any additional instructions specific to your program.

We have attached an Online Application Guide to assist parents in completing the online application that we encourage you to post to your school's website.

***PSAS interactive PDF for the 2016-2017 school year.***

Attached to this email is your school's 2016-2017 Student Aid Form in an interactive PDF format for use by your families. Please note: This form is a state of the art interactive PDF and is **not** an "online" application. It is an electronic version of the PSAS paper application. Utilizing the PDF form will result in a delayed recording of a family's application submission as it is manually entered into the database once it is received in the mail by PSAS. The PDF version of the application can be utilized in several ways:

1). The Student Aid Form PDF may be printed and distributed directly to your families, posted on your website, or e-mailed directly to a family as a PDF attachment.

2). In addition to the methods of distribution listed above, a family can also complete the Student Aid Form PDF directly on their computer screen by placing the cursor at the appropriate fields and typing in the information. They can then print the completed document and save it to their computer for their records (If you are running Acrobat 7 or higher).

**Include the following instructions on your website with the link to this interactive PDF:**

“You must **DOWNLOAD** this PDF and save it to your computer before filling it out. To properly complete the form and ensure the information is recorded correctly, you must open it within Adobe Reader or Adobe Acrobat. ([get.adobe.com/reader](http://get.adobe.com/reader)) **DO NOT** “view” the PDF and attempt to complete it in your browser. This will result in an unusable PDF and/or improperly recorded information.

Please note: this PDF is **NOT** an online application, it is an electronic version of the PSAS paper application.”

**Please note the EITC guidelines are subject to change. Currently, last year's guidelines are listed until the state ultimately makes their decision on what they are being increased to.**

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Brett Wane  
Account Representative  
Private School Aid Service  
Phone: 440-892-4272  
[www.psas.org](http://www.psas.org)