

## **Instructions for the Student Aid Form 2011-2012**

Please note that the student aid form is an interactive PDF, and may be utilized in two ways:

1). The Student Aid Form PDF may be printed and will look just like the form you can pick up in the office that will need to be filled out by hand.

2). 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).

Completed Forms should be mailed to PSAS along with a check or money order made payable to PRIVATE SCHOOL AID SERVICE for the non-refundable application fee of \$23.00. (All returned checks will incur an additional fee of \$25.00)

The mailing address is:  
Private School Aid Service  
P. O. Box 770728  
Lakewood, OH  
44107-0034

NOTE: You can select which pages you would like to print under the "Print Range" section and preview every page under the "Preview: Composite" section by moving the sliding bar beneath the image.

If you have any problems printing the file, please follow the steps below:

- Click on the File
- Select Print
- At the bottom of the print window there is an option called Print What:
- Change this option from Document to Document and Comments
- You should see the change in the small print preview screen
- The PDF should print correctly