Income Documentation

After completing the online application you will need to forward the following income documentation:

1) Page 1 and 2 of your 2024 US Individual Income Tax return (Form 1040 and Schedule 1)
2) Any schedules you were required to file with your return such as:
    a. Schedule A – Itemized Deductions
    b. Schedule B – Interest and Dividend Income
    c. Schedule C – Self Employment Income
    d. Schedule D – Capital Gains and Losses
    e. Schedule E – S corporation or Rental Property Income
    f. Schedule F – Farm Income
3) Copies of your 2024 W-2's

FAIR will also need copies of any documentation you may have for the following income:

1) Food Stamps
2) TANF
3) Social Security or Disability Income
4) Any other non taxable income received

Sending FAIR your tax and income documents

Once you have finished your application and paid the processing fee, you will receive information in a confirmation page and in an email indicating how you can send FAIR your information. You will be able to upload, fax or mail your documents. FAIR will email you confirming receipt of your documents once they have arrived in our offices.

You can check the status of your application online at www.fairapp.com by logging back in to your application and clicking on the **Current Application Status** link. Please note: It can take anywhere from 3 to 7 days for your application to be updated once we have received your income documentation.

If you need to change information on your application after you have submitted it please forward changes to:

customerservice@fairtuition.com

We will make any necessary changes as long as reports have not been released to your school.

Financial Aid Independent Review, Inc.

Submitting your Financial Aid Application Online

Phyl's Academy Preparatory School

Application Deadline:

July 31, 2025

Applications may be submitted beginning February 17, 2025

Financial Aid Independent Review, Inc.
PO Box 211423
Eagan, MN 55121

Email: customerservice@fairtuition.com

FAIR is a nationally recognized leader in financial aid assessments for private and parochial schools. Our service provides your school with a reasonable assessment of each family's financial situation.

There are no income limits when applying for assistance. Each family's unique financial situation is considered when assessing need. It is the responsibility of each school to decide how to best meet the needs of its students and families. All information is held strictly confidential and will only be released to the authorized school administrators.

IMPORTANT: *You will not receive results from FAIR. You will be notified by the school or financial aid program to which you applied.*

Online Application

The online application is easy to complete, with help and instructions available throughout the process. Applying online will allow you to submit the application from any location with internet access. The online application is available at www.fairapp.com.

You will need the following to complete and submit your application online:

1. Your School Code and School Password
2. A valid email address
3. A copy of your 2024 US Individual Income Tax return (Form 1040 and any forms/schedules you were required to file)

Getting Started

To begin the on-line application process, Parents/Legal Guardians should go to www.fairapp.com and click on the "Parent Login" link.

NEW USERS:
Click on the "Create New Login" link in the New Parents section of the page. Your login will be your email address and the password that you select.

RETURNING USERS:
Your email and password from the previous year are still active in our system. You can login without having to set up a whole new account. If you do not remember your password from last year please click on the "Forgot Your Password" link and your new password will be emailed to you.

Once you have created your account you can start the process by clicking on the "Create a New Application" link. You will then be prompted for your school code and school password listed below:

Phyl's Academy Preparatory School

School Code: **197**
School Password: **pap197**

The application process requires that you complete each section, in order, before moving on to the next one. However, it is not necessary to complete the whole application at once. Each section allows you to save your data before proceeding to the next one.

The sections are listed on the left hand side of the screen.
The sections have a colored circle next to it.
A red circle means you can't access that section yet.
A green circle means that you are currently working on that section.
A green circle with a check mark means that you have completed that section of the application.

Helpful hints

- Required fields are highlighted with a red asterisk.
- Make sure all of your dependents are listed on the application.
- Your session will time out after 30 minutes of inactivity. You will need to log back in to resume the process from your last saved section.
- Review your application for accuracy before checking out and submitting payment.
- Maximize your internet browser window to make viewing the online application easier.

NOTE: Once you submit your credit card information for payment you will no longer be able to edit your application.