



Family Financial Aid Application Process

2025–2026 Financial Aid Application Process

Getting Prepared

What information will I need to complete this application?

TADS will be collecting information about your household, your income in 2024 and estimated income in 2025, and information on your family through the application.

Items you will find helpful in completing the application are your 2024 1040 tax return, your 2024 W2 statement(s) and your most recent paystub.

Phase 1- TADS Application Process

To start an application, families will need to go to secure.tads.com to create an account. This section details a step by step guide for families completing an application.

Log In to your TADS Account

Once you create an account, you can access your account by going to <http://secure.tads.com> to log in with your email and password. If you are a new user, you can create a new account on this site.

Starting the application

When you create an account or log into your existing account, you can click “I would like to apply for financial aid” on the Home Page of your account.

Financial Aid Application

I would like to apply for financial aid.

Visit

Overview Page

You will then be take to a page where you can view an overview of the financial aid process and phases.

Welcome to the TADS Financial Aid Application!

The TADS application for Financial Aid is designed to calculate your household's need, and then to recommend to schools and scholarship organizations the amount your household could be awarded. The timeline for completion of each phase varies for each applicant and school.

Phase 1: Fill out the online Financial Aid application form.

This form has 23 sections. For a preview of the online form, download the [Financial Aid Application Worksheet](#). You will receive a TADS Reference Number once the online form is submitted.

Phase 2: Upload required documentation to your application.

The required documentation varies by applicant, but TADS recommends having your most recently filed federal taxes, W2s, and paystubs close by.

Phase 3: TADS reviews your application.

TADS will audit your application to ensure accurate household need. This audit can result in a period of communication between you and one of our auditors.

Phase 4: The schools or scholarship organizations listed on your application review to determine aid.

This process and notification timeline looks different for each of our partner schools and scholarship organizations. Once your application is in completed status you can direct award questions to your school or scholarship organization.

Ready to Apply?

We are here to help at each phase of the financial aid application. Please click the green "Need Help?" button on the right of your screen to find frequently asked questions. You can [contact us](#) via email, chat or phone for assistance. Our support hours are 7:00 AM-5:00 PM CST Monday-Friday.

At the bottom of the page, please select the state and city where your school is located.

You will then be able to select the name of the school you are applying to.

Apply For Financial Aid

Select School's State

Pennsylvania

City

Philadelphia

Select Your School/Program

The DePaul Catholic School

Applying for school year **2025-2026**

I acknowledge that this application is for the school year listed above and that it is non-transferable to a different school year. If the school year listed above is not what you intend on applying for, please contact your school for information on applying to a different year.

Please note: The school/organization selected here cannot be changed until after your application has been submitted. Additional schools will be added later in the application.

To change this or any other school that you add to your application, simply contact TADS with your application reference number (provided after submission).

Start Application

Once you click “Start Application” you will proceed to an information page which will alert you to supporting documents you will need to complete the application, program eligibility requirements and uses.

Please pay close attention to the Special notes: what documentation you will need to upload, and common questions about the use of the portal. Once you have read this information, click “Continue Application”.

The Family Application

Once the application is started, there are 10 pages for the family to complete:

- Parent/Guardian Information
- Work and Business Income
- Other Income
- Miscellaneous
- Schools
- Dependent Information
- Scholarships
- Other Questions: IMS

Page 1: Parent/Guardian Information

Parent/Guardian Information

- We will need your first and last name, birth date, and your daytime phone number (mobile or best number at which to reach you is advised).
- Select your relationship to the dependents in the household (one or more), and your work status. To add another parent to the application, click on “Add Additional Parent/Guardian”
- Please note, this parent/guardian must reside in the household.

1. Parent / Guardian Information

A Parent/Guardian is an adult who has parental responsibility for the dependent children in the household. If the mother and father are living in the household, they are the Parent/Guardian, even if they do not have jobs. Otherwise, a 'Parent/Guardian' can be [1] stepparent; [2] guardian; [3] other family member; Do not list divorced parents that do not live in the household.

Parent / Guardian #1 Information

First Name Last Name Middle Initial

Birth Date
Format: MM/DD/YYYY

Day Phone Number

Relationship to Dependents in Household (choose one or more)

Parent Stepparent Guardian
 Family Member or Other

Work Status (choose one or more)

Employed Unemployed Retired
 Self-Employed Student Homemaker
 Temporarily Disabled Permanently Disabled

[?]

- If a parent indicates they are employed, they will need to list at least 1 W2 job in section 3.
- If a parent indicates they are self-employed, they will need to list at least one business in section 4.

Household Address Information

- Please provide your physical address (where you currently reside).
- If you have a separate mailing address, click on “Add Mailing Address”. Once complete, click “Save and Continue”.

2. Household Address Information

Physical Address (This is where you currently reside)

Street / Apt#	City	State
<input type="text"/>	<input type="text"/>	<input type="text" value="Select ..."/>
Zip	Home Phone	
<input type="text"/>	<input type="text"/>	

| [Previous Page](#) |

Page 2: Work Information

- Have you been employed within the last year?
- Do you own a business or are you self-employed?
- Click Save and Continue.

3. Work Information

Have parents/guardians been employed within the last year?
You must select 'yes' if either parent or guardian has been employed within the last year and has qualified to receive a W-2 from their employer. If both parents have not been employed, are self-employed or do not receive a W-2 at their jobs (i.e. an independent contractor, a sole proprietor or any occupation which requires a 1099 tax form), select 'no'. You will be required to fill out the next section if you file a 1099.

Yes No

4. Business And Self Employment Information

Do you own a business or are you self-employed?
You must select 'yes' if you currently own a business, the business just opened, or the business recently closed. This section is also applicable if you receive a 1099. Maximum businesses supported is three.

Yes No

If you answer “yes” to either question, you will need to provide additional information.

Questions 3: Work Information

3. Work Information

Have parents/guardians been employed within the last year?
You must select 'yes' if either parent or guardian has been employed within the last year and has qualified to receive a W-2 from their employer. If both parents have not been employed, are self-employed or do not receive a W-2 at their jobs (i.e. an independent contractor, a sole proprietor or any occupation which requires a 1099 tax form), select 'no'. You will be required to fill out the next section if you file a 1099.

Yes No

List all jobs since January 1, 2024 (even if no longer working). Up to 6 jobs may be listed by clicking the Add Additional Employer button at the bottom of this section. At least one job must be listed for each employed parent.


Job 1

Guardian	Employer Name	Current Employer?
<input type="text" value="B.A"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
W2 (2024)	W2 (2025 Estimated)	
\$ <input type="text"/>	\$ <input type="text"/>	

Please use your last paystub or W2 from 2024 to determine your 2024 earnings.

| [Remove Last Employer](#)

- If you have been employed within the last year, please provide your Employer Name, whether you are currently employed with them or not, your 2024 W2 wages (found on your 2024 W2 Statement, Line 1) and your estimated wages for 2024
- An example of a 2024 W2 statement can be found below. You should enter the value listed in box 1 (highlighted below)

a Employee's social security number		Safe, accurate, FAST! Use				Visit the IRS website at www.irs.gov/efile .	
b Employer identification number (EIN)		1 Wages, tips, other compensation		2 Federal income tax withheld			
c Employer's name, address, and ZIP code		3 Social security wages		4 Social security tax withheld			
		5 Medicare wages and tips		6 Medicare tax withheld			
		7 Social security tips		8 Allocated tips			
d Control number		9		10 Dependent care benefits			
e Employee's first name and initial Last name Suff.		11 Nonqualified plans		12a See instructions for box 12			
		13 Statutory employee Retirement plan Third-party sick pay <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		12b			
		14 Other		12c			
f Employee's address and ZIP code				12d			
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name	

Form **W-2** Wage and Tax Statement **2024** Department of the Treasury—Internal Revenue Service
 Copy B—To Be Filed With Employee's FEDERAL Tax Return.
 This information is being furnished to the Internal Revenue Service.

- If you have more than one employer, please add an additional employer

Question 4: Business and Self Employment Information.

If you own a business, a set of new questions will appear for you to complete. Here you will provide information about your business. You will want to have your tax documents ready. In this section we will tell you which tax documents you might have and the corresponding line on which to find the relevant information

4. Business And Self Employment Information

Do you own a business or are you self-employed?

You must select 'yes' if you currently own a business, the business just opened, or the business recently closed. This section is also applicable if you receive a 1099. Maximum businesses supported is three.

Yes No

Complete this section even if the business recently closed, or has just opened. Find your relevant tax form below and enter the corresponding line number values for each field on the application. For example: If you filed Form 1065 because you are involved in a Partnership, you should find 'Partnership - Form 1065' in the section below. You will then notice that there are two fields, [Net Profit] and [Actual Depreciation]. Listed after each field is the action you need to take for that item. Continuing with the Partnership example, you would look at [Net Profit] and notice that it says 'Line 22'. Find Line 22 on the Partnership Form 1065 and enter that number into [Net Profit] Net Profit (2024) on this application. You are required to submit all tax documentation, profit and loss statements and balance sheets along with your application (Fax and Mail directions are provided at the end of the online application). No additional processing fee is required if you submitted tax documentation to the federal government for the following forms/schedules:

Form/Schedule	Net Profit Action	Actual Depreciation
Miscellaneous Income - Form 1099	Line 7	Enter '0'
Profit/Loss from Business - Schedule C	Line 31	Line 13
Profit/Loss from Business - Schedule C-EZ	Line 3	Enter '0'
Profit/Loss from Farm - Schedule F	Line 34	Line 14

An additional processing fee is required at the end of the application if you submitted tax documentation to the federal government for the following forms/schedules:

Form/Schedule	Net Profit Action	Actual Depreciation
Estates and Trusts - Form 1041	Line 22	Enter '0'
Partnership - Form 1065	Line 22	Line 16c
Corporation - Form 1120	Line 30	Line 20
S Corporation - Form 1120S	Line 21	Line 14

Business or Independent Income Source 1

Business or Independent Income Source Name

Currently Operating?

Yes No

Type

Proprietorship Partnership Corporation Farm

Net Profit (2024)

\$

Actual Depreciation

\$

Net Profit (2025 Estimated)

\$

If your business taxes for 2024 are not yet complete, please do your best to estimate your 2024 and 2025 wages based off of last year's numbers and taking into account the fluctuations in business that occur.

[Add Additional Business](#)

[Remove Last Business](#)

[Save and Continue](#)

[Previous Page](#) | [Save](#)

- If you own a business but are unsure of your business type, you can indicate Business Type as “Proprietorship” and list the net profit from your tax return in both 2024 and 2025 year. TADS will review your tax return information and update the business type as listed on your 2024 taxes.
 - You can also list actual depreciation as \$0 – we will adjust this to match your tax return once we receive your 2024 tax return after completing the application.
- When the section is complete, click “Save and Continue” to move to the next page.

Page 3: Other Income

What other income do you receive, if any?

Question 5: Other Monthly Income

Report any other income such as Monthly Welfare Income, Social Security, Child Support, etc.

If any selection does not apply to you, please list “0” (zero) for that value.

5. Other Monthly Income

Monthly Welfare Income
\$

Monthly Food Stamps
\$

Social Security Income (S.S.I./S.S.D.)

Monthly S.S. for Parents/Guardians
\$

Monthly S.S. for Dependents under 19
\$

Monthly S.S. for Elderly Dependents
\$

Average Monthly Income For

Monthly Child Support
\$

Monthly Alimony
\$

Miscellaneous Monthly Income Not Already Listed

Monthly Taxable Income
\$ ⓘ

Monthly Non-Taxable Income
\$ ⓘ

2025 Types of Miscellaneous Monthly Income:

Housing Allowance
 Pensions/Annuity

Veteran Benefits
 Retirement

Insurance
 Other

Question 6: Other Yearly Income

Report any other yearly income such as Interest and Dividends, Unemployment, etc.

6. Other Yearly Income

Interest and Dividends (2024)
\$

Workers Compensation (2024)
\$

Workers Compensation (2025 Estimated)
\$

Unemployment (2024)
\$

Unemployment (2025 Estimated)
\$

Miscellaneous Yearly Income Not Already Listed

Misc. Yearly (lump sum)
\$ ⓘ

Misc. Yearly (recurring)
\$ ⓘ

2024 Types of Miscellaneous Yearly Income:

Royalties
 Winnings
 Business Income Not Included in Section 4

Inheritance
 Capital Gains
 Assistance from Friends/Relatives

Insurance
 Other

Page 4: Miscellaneous

You will be asked one question in this section related to your filing status. Please check the box in this section if you are not required to file taxes due to your income.

7. Special Circumstances

The IRS does not require that my household file taxes due to a low income level.

Save and Continue

| [Previous Page](#) | [Save](#)

You should only check this box if you did not file taxes due to your income leve.

Page 5: Schools

In this section you want to list any tuition charging schools that ANY of your dependents will be attending for the next school year.

The school you selected at the beginning of the application is already listed here. In this section, you will want to add any other schools in IMS that any children in your household are attending, as well as any colleges or other private schools that **any** dependent(s) in your household will be attending for the upcoming school year. Click “Add Additional School” to add another school.

If your additional dependents are attending public school or not attending any school, you do not need to list any additional schools here.

8. Tuition Charging Schools (including Colleges and Universities)

This section allows you to enter in all tuition charging schools that your dependent(s) will most likely be attending during the Fall 2025 - Spring 2026 School Year. Do not list the same school more than once, even if several dependents are attending this school.

School 1

The DePaul Catholic School Philadelphia

Note: A tuition amount is not required for this school as TADS already knows the amount.

School 1 is the school you chose at the beginning of this application and cannot be changed until after your application has been submitted. Please contact TADS with your application reference number (provided after submission) if this school needs to be adjusted.

Add Additional School

Save and Continue | Previous Page | Save

Click Save and Continue once you are ready to move on to the next page.

Page 6: Dependent Information

Question 8: Dependent Information

A dependent is any child or person for whom you are responsible. This may also include children attending college or an elderly adult that is claimed on your taxes.

9. Dependent Information

A dependent is any child or person for whom you are responsible. They most likely currently reside in your household, however, please list in this section any children attending college or elderly adults, if they are claimed on your tax returns.

Dependent 1

First Name Noah	Last Name [REDACTED]	Middle Initial J
Birth Date 08/06/2016 Format: MM/DD/YYYY	Grade in 2024-2025 K	Grade in 2025-2026 1
Boarding at school? <input type="radio"/> Yes <input checked="" type="radio"/> No	Expenses (Bus, Books, Fees, etc) \$ 0	529 Plan \$ 0
Days per week in school 5	Returning to same school? <input type="radio"/> Yes <input checked="" type="radio"/> No	Is foster child? <input type="radio"/> Yes <input checked="" type="radio"/> No
		Attending school half days? <input type="radio"/> Yes <input checked="" type="radio"/> No

On this page you want to list the following information:

- Dependent Name
- Dependent Birthdate
- Grade in 2024-25 and grade in 2025-26
- 529 plan- if your child has a 529 educational savings plan, please list the current account value. You may list \$0 if your child does not have a savings plan
- Is this child a foster child? (yes or no)
- Boarding at school? (Does this child attend a boarding school? Yes or no?)
- Returning to the same school? (yes or no)
- Attending school half days? (yes or no)
- Days per week in school? (This will likely be 5 days a week in school unless your child attends school part time)

To add another dependent, click “Add Additional Dependent”. You should be listing all dependents in your household, even if they are not applying for financial aid.

When finished click “Save and Continue”

Page 7: Schools Selection

This section will require you to “match” the schools you added in section 7 with the dependents you listed in section 9. Each school added must have at least one dependent applying. You must also match every dependent to either a school, public school/home school, or not attending any school.

9 (Continued). School Selection

For each dependent, please select all of the school(s) that they may attend next school year (2025-2026).[?]

Noah Last Name

- The DePaul Catholic School - Philadelphia, PA
- Public Grade School, Public High School or Home School
- Not Attending any School (day care is not considered a school)

10. Special Codes

There are no Special Codes available.

[Save and Continue](#) | [Previous Page](#) | [Save](#)

Question 10: Special Codes

Your school may ask you to indicate here if your child is new or returning to the school. If no codes are listed, you may click to continue the application.

Click “Save and Continue”

Page 8: Scholarships and Funds

11. Scholarships and Funds

You may be able to apply for funds or scholarships below. Please make sure you are eligible before you apply. Follow any listed instructions for the funds or scholarships that you select below. Check the box next to each dependent that will apply.

If a dependent is not selectable, they are not eligible, possibly due to the grade selected on the 'Dependents' section.

School: The DePaul Catholic School
Scholarship: Independence Mission Schools

Please click the below box for your students that are part of the mission schools.

This scholarship is required by a selected school, so it has been automatically checked for the corresponding dependent.

Noah

[Save and Continue](#) | [Previous Page](#) | [Save](#)

This section will let you know which dependents, based on their grade and school, are able to apply for any additional scholarships. Click the Checkbox under each dependent that would like to apply for this program.

Click "Save and Continue"

Page 10: Other Questions

Household Questions- IMS

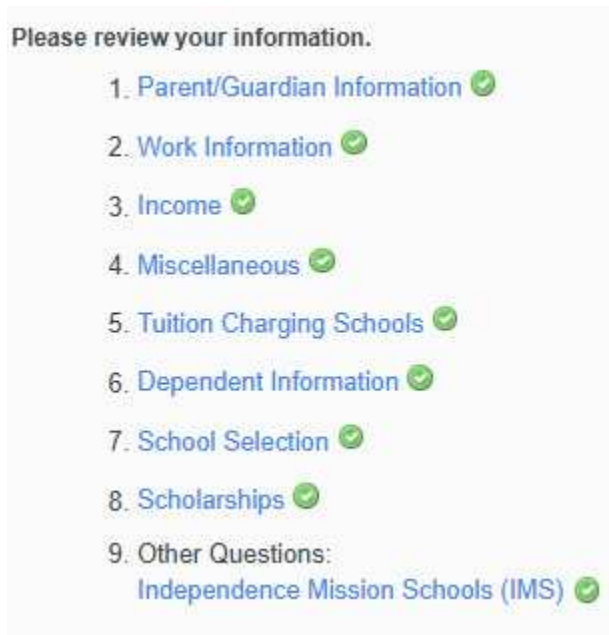
Please answer the supplemental questions for the entire household. Your responses may generate additional questions.

Student Questions

- You will be asked questions specific to the student(s) applying for this program.
- Please note that if you have multiple students applying, you will have to complete each of these questions per student.
- When finished click "Save and Continue"

Review:

If you have completed each section of the application, you will have a green checkmark after each section. If you need to navigate back to any section within the application. You will see a red arrow. Please click on the respective section to review or updated the information listed.



Household Composition

Enter the number of adults in the household.

*Note, do not include anyone over the age of 18 living at home or disabled or elderly adults. These individual should be listed as dependents if you are claiming them on your taxes.

Household Composition

Please Enter the Number of Adults and Dependents in the Household

Number of Adults in the Household

Number of Dependents in the Household

And finally, select to agree that this form is, to the best of your knowledge, correct and complete, and authorize submission of the application to the school/program to which you are applying.

Household Composition

Please Enter the Number of Adults and Dependents in the Household

Number of Adults in the Household

Number of Dependents in the Household

I declare that the information on this form is, to the best of my knowledge, correct and complete. I authorize the transmittal of the submitted information to the schools listed on the application. I agree, if requested, to send additional information to support statements on this form. If there is an application fee you authorize TADS to process the payment and understand the payment is non-refundable.

Agree

Save and Continue

Phase 2- Required Documents

Now that your application has been completed, you will be brought to a confirmation page. Here you can see that Phase 1 is complete.

Phase 1 Confirmation

TADS Reference Number: 7608591

This reference number is used to identify your application. Please include this reference number in any and all communication with TADS.

Applicant(s): XXXXXXXXXX

Student(s): XXXXXXXXXX

Date Submitted: 1/22/2025

Phase 2 Information and Requirements:

In this section you will be required to upload your required documents. Navigate to the "Required Documents" tab on the left side of your TADS account to upload documents. Please note you will only see documents requirements after fully submitting the online application and receiving a reference number.

Required Documents for the Application:

Phase 2- Family Submits Required Documentation

Upon completing the application, families will be required to upload documentation under the Required Documents tab of their TADS user account. All families will be required to submit the following documents:

1. Pages 1 and 2 of the 2024 Tax Return (example below)

For the year Jan. 1–Dec. 31, 2024, or other tax year beginning _____, 2024, ending _____, 2024. See separate instructions.

Your first name and middle initial _____ Last name _____ Your social security number _____

If joint return, spouse's first name and middle initial _____ Last name _____ Spouse's social security number _____

Home address (number and street). If you have a P.O. box, see instructions. _____ Apt. no. _____ Presidential Election Campaign

City, town, or post office. If you have a foreign address, also complete spaces below. _____ State _____ ZIP code _____ Check here if you, or your spouse if filing jointly, want \$3 to go to this fund. Checking a box below will not change your tax or refund.

Foreign country name _____ Foreign province/state/county _____ Foreign postal code _____ You Spouse

Filing Status Single Head of household (HOH) Married filing jointly (even if only one had income) Married filing separately (MFS) Qualifying surviving spouse (QSS) If treating a nonresident alien or dual-status alien spouse as a U.S. resident for the entire tax year, check the box and enter their name (see instructions and attach statement if required): _____

Digital Assets At any time during 2024, did you: (a) receive (as a reward, award, or payment for property or services); or (b) sell, exchange, or otherwise dispose of a digital asset (or a financial interest in a digital asset)? (See instructions.) Yes No

Standard Deduction **Someone can claim:** You as a dependent Your spouse as a dependent Spouse itemizes on a separate return or you were a dual-status alien

Age/Blindness **You:** Were born before January 2, 1960 Are blind **Spouse:** Was born before January 2, 1960 Is blind

Dependents (see instructions): If more than four dependents, see instructions and check here <input type="checkbox"/>	(1) First name		(2) Social security number	(3) Relationship to you	(4) Check the box if qualifies for (see instructions):	
	Last name				Child tax credit	Credit for other dependents
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

Income	1a	1b	1c	1d	1e	1f	1g	1h	1i	1z
1a Total amount from Form(s) W-2, box 1 (see instructions)										
b Household employee wages not reported on Form(s) W-2										
c Tip income not reported on line 1a (see instructions)										
d Medicaid waiver payments not reported on Form(s) W-2 (see instructions)										
e Taxable dependent care benefits from Form 2441, line 26										
f Employer-provided adoption benefits from Form 8839, line 29										
g Wages from Form 8919, line 6										
h Other earned income (see instructions)										
i Nontaxable combat pay election (see instructions)										
z Add lines 1a through 1h										

Attach Sch. B if required.	2a	2b	3a	3b	4a	4b	5a	5b	6a	6b	7	8	9	10	11	12	13	14	15	
2a Tax-exempt interest			3a Qualified dividends		b Taxable interest		b Taxable amount		b Taxable amount											
4a IRA distributions			5a Pensions and annuities		b Ordinary dividends		b Taxable amount		b Taxable amount											
6a Social security benefits			6a Social security benefits		b Taxable amount		b Taxable amount		b Taxable amount											
c If you elect to use the lump-sum election method, check here (see instructions)			7 Capital gain or (loss). Attach Schedule D if required. If not required, check here																	
8 Additional income from Schedule 1, line 10			9 Add lines 1z, 2b, 3b, 4b, 5b, 6b, 7, and 8. This is your total income																	
10 Adjustments to income from Schedule 1, line 26			11 Subtract line 10 from line 9. This is your adjusted gross income																	
12 Standard deduction or itemized deductions (from Schedule A)			13 Qualified business income deduction from Form 8995 or Form 8995-A																	
14 Add lines 12 and 13			15 Subtract line 14 from line 11. If zero or less, enter -0-. This is your taxable income																	



2. If you have income on line 8 of your 2024 1040 Tax Return, please submit your schedule 1 as well, including any schedules C, E or F you also may have filed.

c. Please submit all 2024 statements

d. Please submit documentation of any welfare, food stamps, social security, unemployment, disability, veteran's benefits, or any other income you receive in addition to the tax forms above.

e. Our auditing team will reach out if any additional documents are required based on the income listed on your application

When you are finished uploading your documents you may log out of the portal. If you would like to come back to upload information at a later time, you can log out and log back into your account on secure.tads.com at any time to view and upload documents.

How do I submit the require documents?

1. Complete your parent application on the TADS/Community Brands website.
2. Upon completing your application, you will receive a seven digit reference number which will confirm the submission of your online application.
3. Make sure the document you would like to submit is saved as a document to the computer or device you're using.
4. Navigate to the Required Documents Tab on the left side of your screen when logged into your account on secure.tads.com
5. Any Documents that are required for you to submit will be listed on the following page as required.

6. Click "Upload Document" next to the document you would like to upload.

Documents

- I would like to upload a document.

Financial Aid Document Requirements (Fall 2025 - Spring 2026)

7. On the next page, click "Choose File"
8. A pop up will come up on your screen, asking you to locate the document on your computer. You will be asked if the file requires a password to open and will be prompted to enter a password, if applicable.
9. Click the green Upload button and look for the confirmation banner.