

# How to Apply: A Quick Reference Guide

The Clarity Application for Financial Aid is a streamlined and user-friendly way for families to securely share key information. When analyzed by Clarity's software, schools are able to make financial aid determinations based on their budget, policies, and mission. Most families are able to complete the Clarity Application in less than 30 minutes. The Application is also mobile-friendly and does not need to be completed in a single sitting; you can always save your progress and return later.

- + Make a list of the schools you're applying to. Be sure to note their deadlines (both admission and financial aid) and requirements.
- + You only need to complete one Clarity application per household. Your application will cover any number of schools using Clarity and any number of children in your household.
- + While the Clarity application is designed to be easy enough to fill out in one sitting, you can save your work at any time and come back to it later. Be sure to always click the "Save and continue" button at the bottom of the page to save your work.
- + Gathering documents and information like your most recent tax documents can help you complete the application.
- + Throughout the application you will see this symbol:  . Hover your mouse or tap your finger on this symbol to see helpful tips and explanations.
- + Be sure to monitor your Clarity portal throughout the application process. Schools may require additional documents—those requirements will be displayed in the "Document Requests" section of your portal.

## To get started

- Go to [clarityschools.com](https://clarityschools.com) and click "Sign In" to create your account.
- Start with household & applicant information. Select the school(s) to which you are applying.
- Sign and submit a Form 4506c to give Clarity permission to pull your prior year tax returns. This means you won't need to upload any of them yourself!
- Complete your financial information, including income, expenses, assets, and debts.
- The app fee is \$55 per household and covers all the Clarity schools to which you are applying.
- Schools may require additional documents in addition to last year's taxes.
- Check the "Document Requests" panel on your portal to see what you need to upload.

## Pro Tips

- To the best of your ability, enter accurate information on assets such as bank accounts, investment portfolios, home value, and balances on car loans, student loans, etc. You might need to grab some paperwork or log into some accounts to have that info handy.
- Be sure to consider all of your monthly and annual expenses, and include any additional expenses (not already reported) in the "out of pocket expenses" section.

## Need more help?

We encourage you to use this Quick Reference Guide along with our complete Family Application Guide as you complete your Clarity Application, but if you do need more help, feel free to contact us via email at: [support@claritytuition.com](mailto:support@claritytuition.com)