

## Instructions to complete the PSAS 2012-13 Application

This form is a state of the art interactive PDF, and may be utilized in several ways:

- 1). The Student Aid Form PDF may be printed and filled out by hand.
- 2). In addition, you may also complete the Student Aid Form PDF directly on your computer screen by placing the cursor at the appropriate fields and typing in the information. You can then print the completed document and save it to your computer for your records (If you are running Acrobat 7 or higher). Families who are more technologically savvy, and wish to type their information rather than filling in the form by hand prefer this option.

If you have chosen option 2, and encounter 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

**Please note:** you will need to mail the form and processing fee to the following address:

**Private School Aid Service  
P.O. Box 89434  
Cleveland, OH 44101-6434**

Please call Mr. Major if you have any questions: 610-326-7690, or email: [DMajor@Westmont.org](mailto:DMajor@Westmont.org).