

## Application Tips

**Tip 1:** All questions on the application will have to be answered, even if it is a zero, they cannot be skipped.

**Tip 2:** Many times you will need to “save and continue” to proceed – this tab is at the bottom of the page – you need to scroll down to see this tab.

**Tip 3:** If you see a blue question mark by the question/answer box, you can hover over it for clarification on the question and how you are to answer.

**Tip 4:** Get a free scanner app on your mobile device (for example, CAMSCANNER or check your mobile devices app store). You can take a picture of your document, upload it and save it as a PDF. Then, you send it you yourself via email/upload to your computer or upload to a drive (Google Drive, iCloud, OneDrive, Drop Box, etc.) on your mobile device. From either of those, you can easily upload the documents to your TADS application.

**Tip 5:** You can view your application in a PDF format by clicking on the view application tab with the Adobe symbol. For those that like to see the “paper” application this is ideal. You could also save this or print it for your records.

**Tip 6:** If you need to make a change to your application and have already submitted it, you will need to contact TADS directly and ask them to correct your application.

**\*Reminder\* - If you already applied or submitted for financial aid with TADS with another school or scholarship program for the upcoming school year:** You will do one of two things, depending on if you have applied/not submitted your application or if you have submitted your application.

**Applied, but have not Submitted your Application:** You will need to update your TADS financial aid application to include the Augustine Educational Foundation. Log-in to your existing financial aid application with TADS from the Augustine Educational Foundation website link, go to the “Scholarship” tab. Check the box for the student listed under the school name with “Scholarship: Augustine Educational Foundation”. Follow the prompts to complete the application.

**Submitted your Application:** You will need to add Augustine Educational Foundation to the application that has already been submitted. Log-in to your TADS account from the Augustine Educational Foundation website link, then click the green "Add School or Scholarship" button on the home page or click the Financial Aid tab, then click the green “Add School or Scholarship” button. In the School Search field, enter Augustine Educational Foundation (or search by city – Kaneohe). Select Augustine Educational Foundation from the dropdown menu. You will then be prompted to select the student(s) you would like to apply. Follow the prompts to complete the application.