

TUITION ASSISTANCE INSTRUCTIONS

All parents must submit the Education Materials Fee (\$250 per child), Security Fee (\$600.00) Deposit (\$2,500.00) and Psychological Fee (\$400) if applicable along with Re-Registration Application and all additional required forms PRIOR TO applying for Scholarship.

NO APPLICATIONS WILL BE REVIEWED OR ACCEPTED FOR REVIEW IF ALL COMPLETED FORMS AND DOCUMENTATION ARE NOT PROVIDED:

1. The **TUITION APPLICATION** must be completely filled out and the bottom of every page initialed. Any questions that do not apply to you should be marked “N/A” (not applicable). **Applications will be returned if any spaces are left blank, thereby delaying your child(ren)’s registration. Incomplete applications will be returned without further action.**
2. A **SIGNED** copy of your **2018 FEDERAL INCOME TAX RETURN, TOGETHER WITH ALL SCHEDULES AND ATTACHMENTS** (for example, SCHEDULE A, 1099, etc.) (*Tax returns must be signed by you and your accountant.*)

NO TUITION ASSISTANCE WILL BE AWARDED TO INDIVIDUALS WHO DO NOT FILE INCOME TAX RETURNS UNLESS THEY ARE ON TOTAL PUBLIC ASSISTANCE OR DISABILITY OR IF TOTAL INCOME IS FROM PUBLIC ASSISTANCE OR DISABILITY.

A LETTER OF PROOF FROM THE PROPER AGENCIES MUST BE SUBMITTED AT TIME OF APPLICATION.

3. A copy of your **W-2 and/or 1099 FORMS for 2018**.
4. Completed and signed **IRS FORM 4506-T**.
5. A copy of your **MORTGAGE STATEMENT for 2018** if you own a home, co-op or condominium *PLUS CANCELLED CHECKS SHOWING THE LAST THREE MONTHS PAYMENTS MADE*.
6. A copy of a **LEASE IN YOUR NAME** and the **LAST THREE MONTHS OFFICIAL CANCELLED CHECKS with RENT RECEIPTS**.
7. A copy of the **LAST THREE MONTHS ELECTRIC AND TELEPHONE BILLS IN YOUR NAME**.
8. **CREDIT REPORT FEE** (\$20.00 per parent—\$40 per couple) to cover the cost of a credit report(s).

FINANCIAL ASSISTANCE, IF GRANTED, WILL BE BASED ON THE INFORMATION YOU SUBMIT.

DEADLINE FOR TUITION ASSISTANCE APPLICATION IS March 15, 2019.

Unfortunately, we cannot accept applications after this date. Make certain you file your income tax early enough to meet this deadline. If deadline is missed, you will have to make other arrangements.

You have TWO (2) WEEKS after the Tuition Assistance Committee notifies you of the amount of assistance granted to accept the award by submitting:

1. Signed Contract
2. Signed FACTS Automatic Tuition Payment Agreement Form.

THERE WILL BE NO EXCEPTIONS!