Tuition Assistance Procedures

1. Tuition assistance applications open January 1st each year for the following school year.
2. Tuition assistance applications are due (with supporting documentation) from families by April 1st for the upcoming school year in order to be considered for distribution of the initial pool of funds.
3. Applicants who do not qualify for aid will generally be notified within 30 days of submission of the completed application (including supporting documentation).
4. Applicants who complete their application with supporting documentation before April 1st and qualify for aid will generally be notified with an award letter by May 15th (see #5 below).
5. Applicants will not be awarded aid if:
   a. An outstanding tuition account balance remains due from the prior school year.
   b. Outstanding volunteer hours remain from the prior school year.
   c. Students are not enrolled (with fees paid) for the school year for which the application applies.
6. Volunteer hours are required for all those who receive aid. The number of hours varies based upon the aid awarded and will be outlined on the award letter.
7. Award letters must be read (noting volunteer hour requirement), signed and returned to the financial office before aid will be credited to the student tuition account.
8. Aid is credited to the student tuition account(s) based upon the chosen payment plan. Aid is not granted in a lump sum or in advance of tuition charges. For example, if tuition is split into 10 monthly payments then annual aid is also split into 10 monthly payments.
9. Financial aid is a separate process from admissions and failure to be awarded aid is NOT grounds for reimbursement of any fees.
10. Tuition assistance is not available to international students or students in the Mark 10:14 program.
11. Returning families must reapply each year for tuition assistance.
12. Tuition assistance applications remain open through March 1st of the current school year in order to serve those who may have a change in household income through the school year.
13. Applications completed (with supporting documentation) after April 1st for the following school year are subject to funds available in the aid pool once the application is completed with supporting documentation. Awards are given “first come; first served” for qualified applicants who complete their applications & supporting documentation after April 1st. Qualified applicants who apply after April 1st may have to wait into the school year until funds become available through donations. Qualified applicants who are waiting for funds to become available are expected to pay full tuition until aid funds become available. There is no guarantee aid funds will become available into the school year since the funds rely upon donations from generous families.
14. Qualified applications completed (with supporting documentation) before December 20th for the same school year will be funded for both semesters of the school year provided aid funds are available. Qualified applications completed (with supporting documentation) after December 20th but before March 1st will receive aid for only the second semester of the school year provided aid funds are available.
15. The applicant(s) for tuition assistance must be the parent(s) or legal guardian(s) of the student.
16. The applicant(s) for tuition assistance must include all parents/guardians on the tuition account.
17. Separate tuition assistance applications must be submitted for students who have tuition split between two or more tuition accounts. Each parent/legal guardian with a separate tuition account desiring tuition assistance must apply for assistance independently. Assistance will be awarded based upon the individual application and amount of tuition charged to that parent/guardian’s tuition account.

18. Tuition assistance applications with multiple students may be revised at the time of award based upon the number of students enrolled for the school year. For example, if the application is based upon two students attending the school and only one student enrolls, then the application will be recalculated to reflect the tuition of only one student in the aid calculation.