



## CALVARY ACADEMY

### Tuition Assistance Policy

#### **Introduction**

A goal of **Calvary Academy** is to provide a Christian education for every potential student that desires it. However, we realize that many families have financial barriers that impede their ability to enroll their children in a private Christian school. Therefore, the Tuition Assistance Fund is established for the purpose of assisting qualified families with tuition assistance based on their financial need. This policy describes the criteria used to assess need and make tuition assistance awards.

This policy is to be considered a Qualified Tuition Assistance Program under the Internal Revenue Code and that awards be tax free to the recipient.

#### **Contributions**

Contributions to Tuition Assistance may be tax deductible. The contributor should consult their tax advisor to determine deductibility. Checks are payable to **Calvary Academy** with Tuition Assistance Fund written in the memo. A donation letter will be sent to each Contributor.

#### **Applications**

The application process has three components that include the student, the family, and the financial need. Application forms are available at the school office, as well as on our website under TAF. The application includes a one-page form containing instructions and a checklist, and highlights the student and family requirements for consideration of this award. Please be sure to work through each of the required steps, as all information is required before consideration can be made. The application also contains a multi-page form, from FACTS Grants & Aid. This form lists the necessary financial information required, by FACTS, as well as a processing fee (payable to FACTS).

Applications for tuition Assistance must be submitted directly to the **Calvary Academy, Finance Office**, by April 15<sup>th</sup> for the next school year. A complete submission includes all information requested on the checklist form, all information requested by FACTS, and a processing fee of \$35. Financial information is strictly confidential. The raw financial data will only be evaluated by FACTS, and recommendations given by FACTS will be reviewed only by the Tuition Assistance Committee of **Calvary Academy**. Fully completed tuition assistance applications will be considered only after a family has applied for enrollment and paid the appropriate enrollment fees. In the case of extenuating circumstances, late applications may be considered at the discretion of the Tuition Assistance Committee. However, applications received by the deadline will be considered first.

A Tuition Assistance Committee will review the financial recommendations from FACTS, in conjunction with the student and family information. The Tuition Assistance Committee will

weigh the applications based on the three selection criteria listed under eligibility. An unbiased scale will determine the recipients and the amounts of the awards.

### **Tuition Assistance Committee**

The Tuition Assistance Committee (TAC) will be chaired by a School Board Member and will be comprised of three to five members. The members will include a school Financial Delegate designated by the Calvary Academy Administration and a minimum of one member at large.

### **Confidentiality**

A minimum number of people should be aware of the existence of pending applications for tuition assistance. Schoolteachers and staff members will not know which families are receiving tuition assistance. Knowledge of pending applications should be confined to the Calvary Academy Administration, School Board and members of the Tuition Assistance Committee.

### **Selection has the following components**

1. Financial Component
  - ◆ Family must demonstrate financial need by completing a Financial Aid Application through FACTS.
2. Student Component:
  - ◆ A character reference from your pastor or church leader
  - ◆ New Students: A teacher or administrator letter of recommendation from your previous school
  - ◆ New Students: Scholastic records from previous schooling
3. Family component:
  - ◆ Parents must complete and submit the CA Tuition Assistance Questionnaire.
  - ◆ Pastoral or church leader recommendation

### **Other eligibility criteria:**

- ◆ Any balances owed by the applicant from a prior school year must be paid current in good standing for a tuition assistance application to be accepted.
- ◆ Continuing good behavior by the student both in and out of school is required or the remainder of the assistance award may be withdrawn upon written notice.
- ◆ Parents must demonstrate a cooperative attitude toward the school administration and staff or the remainder of the assistance award may be withdrawn upon written notice.
- ◆ Tuition Assistance does not renew automatically. Families must re-apply for tuition assistance each year.
- ◆ Once tuition assistance is granted, it will accrue in the same manner in which the family receiving assistance pays their portion of the tuition, i.e. if the family pays monthly,

tuition assistance will accrue monthly; if the family pays an entire semester, tuition assistance will accrue for the entire semester. Tuition assistance will only continue as the family receiving assistance keeps up with their payment of tuition.

- ◆ If a student withdraws from school during the year or is expelled, all unused portions of the tuition assistance will be retained in or returned to The Tuition Assistance Fund.
- ◆ Parents are expected to try to pay more toward their children's tuition if their financial situation improves during the year. Therefore, parents must notify the school if the family's financial condition changes during the year. Failure to comply may affect eligibility for further assistance.

### **Tuition Assistance awards**

In order to meet the needs of the greatest number of families, the awards will be based on the applicant's adjusted available income and "student need" as determined by a review of the Financial Aid Application and recommendation from FACTS Grants & Aid. The Tuition Assistance Committee will review applications and verify eligibility based on requirements defined in this policy. Once eligibility is established, applicants approved by the committee will be offered tuition assistance based on availability of The Tuition Assistance Fund.

Any funds that are awarded and subsequently not used due to withdrawal of the student or other loss of eligibility as defined by this policy will be returned to The Tuition Assistance Fund.

### **Non-discrimination**

**Calvary Academy** admits students of any race, color, or national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national origin in the administration of its educational policies, admission policy, tuition assistance policy and athletic and other school administered programs.

### **Tuition Assistance Schedule:**

February 1st: Application period opens for the next school year

April 15st: Applications must be postmarked to **Calvary Academy**.

May 2-14: Tuition Assistance Committee reviews data and sets awards

May 21st: Applicants notified of awards

June 1st: Awardees must re-confirm enrollment, re-confirm need, and accept award

February 1st: Application period opens for the next school year