

FINANCIAL AID APPLICATION Guidelines & Procedures

- **OVERVIEW:** The school has established a set of guidelines for financial aid. These guidelines are overseen and implemented by the Board of Directors. The school sets a certain budget each year to help families who can verify the need for financial aid.
- **QUALIFICATION FOR FINANCIAL AID:** For a family to qualify for financial aid, they must complete and provide the financial aid package along with items that are required in section three (3) and is subject to the approval from the Board of Directors.
- **APPLICATION PROCEDURE:** Submit an application package (**sealed and addressed to Finance Committee**) to the office **by May 31, 2018**.

The package must include the following without any exceptions, and any incomplete applications will not be considered for financial aid:

- Application form filled out in full and signed by both parents.
- Letter of explanation for the hardship
- Last three months of bank statements for all accounts all pages.
- Copies of 2 most recent pay stubs for each parent. For self employed individuals who don't receive paychecks from employers, please provide a letter of explanation
- Copies of 2 most recent mortgage payments or rent payments.
- Copies of previous 2 years' Income Tax Returns that include all pages and schedules for personal and business.

(This information will be kept confidential and will be reviewed only by the finance committee which is comprised of the board of directors.)

- **APPROVAL/DENIAL:** The Finance Committee has the sole authority to determine the amount of aid given or to decline giving any aid at any time. **If any section of the application is incomplete or documents that are requested in Section 3 above are not provided, the application is considered to be incomplete and will not be approved.**

Financial Aid is given only towards the tuition portion of the total tuition (excluding registration and lunch fees).

FINANCIAL AID APPLICATION

FAMILY INFORMATION:

Father's Name _____ Home Phone _____

Soc. Sec. # _____ Cell Phone _____

Home Address: _____

Email Address: _____

Mother's Name _____ Home Phone _____

Soc. Sec. # _____ Cell Phone _____

Home Address: _____

Email Address: _____

CHILDREN'S NAMES :

• _____ Grade: _____ Years at SMACS _____

• _____ Grade: _____ Years at SMACS _____

• _____ Grade: _____ Years at SMACS _____

• _____ Grade: _____ Years at SMACS _____

EMPLOYMENT INFORMATION:

Father's Employer/Supervisor:

_____ Phone: _____

Mother's Employer/Supervisor:

_____ Phone: _____

FINANCIAL INFORMATION:

Father's Monthly Income: \$ _____

Mother's Monthly Income: \$ _____

Other Income: \$ _____

Total monthly income: \$ _____

FINANCIAL INFORMATION EXPENSES:

Mortgage or rent payment: \$ _____

Car payments per month: \$ _____

Other debits/visa/master card: \$ _____

- Creditor _____ \$ _____ Balance owing _____
- Creditor _____ \$ _____ Balance owing _____
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Total monthly payments in unsecured debt: \$ _____

REFERENCES: Please list three personal references who have known you for at least 1 year.

1. Name _____	Phone # _____
2. Name _____	Phone # _____
3. Name _____	Phone # _____

REASON FOR REQUESTING FINANCIAL AID: Please explain briefly or provide letter of hardship:

ASSURANCE: We hereby state that all of the information given herein is true and accurate.

Father's Signature _____ Date: _____

Mother's Signature _____ Date: _____

NOTIFICATION OF DECISION: You will be notified in writing of the decision made by the committee.