

Tuition Assistance Guidelines

Word of Life Christian Academy has a limited Tuition Assistance Program for families demonstrating genuine financial need. Our tuition assistance is not a scholarship program based on academic merit. It is solely based upon demonstrated financial need and depends upon available funds. Please read all information provided below before proceeding with applications.

Steps for applying for tuition assistance:

Step 1: Complete the school enrollment packet for your student(s) and submit to the finance office with your registration fees. (Options are available for online enrollment).

WE CANNOT PROCESS TUITION ASSISTANCE APPLICATIONS FOR STUDENTS WHO ARE NOT ENROLLED.

Step 2: Apply for tuition assistance online through **FACTS** (Grant and Aid Assessment), an online service. **FACTS** does not decide whether financial aid will be given nor the amount of financial aid, but rather provides an impartial analysis report to the school and recommends the amount a family should reasonably contribute towards tuition. Your application will not be processed without **ALL** of the required documentation.

Please Note:

- a. **FACTS** will collect a \$35 processing fee at the time of application.
- b. The application will require detailed asset and expense information. **Failure to report all income**, including tips and other sources of income will nullify your application.
- c. **FACTS** will require tax forms and supporting documentation to verify your information.

Step 3: The School financial aid committee will make decisions regarding tuition assistance after reviewing all documentation and recommendations from **FACTS** and you will be notified.

Important tuition assistance information:

1. Tuition assistance applications without enrollment of the student for the new school year will not be reviewed until after the student has completed the enrollment process.
2. Tuition assistance applications without the required documentation will not be processed.
3. Tuition assistance applies to tuition only and is limited to a maximum of 50%, after application of any appropriate discounts. Not all families will qualify for maximum assistance. Registration fees, extended care, book and supply fees, or any other types of fees are not covered by tuition assistance and are the sole responsibility of the parent.
4. Assistance is not guaranteed to all those who apply. Eligibility and the award amount is determined after reviewing all factors.
5. Everyone must re-apply each year. There is no guarantee that assistance will be approved or continued for a family from year to year.
6. Preschool students should seek financial assistance through the County or State Childcare Assistance Programs. We cannot review preschool applications for assistance until this step has been completed.
7. Families approved for assistance will have their tuition payment adjusted to reflect their approved assistance. Tuition assistance could be discontinued for failure to keep tuition payments current, a serious disciplinary action for the student, or poor academic performance.

Word of Life Christian Academy receives more applications each year than available financial aid. All families applying for tuition assistance are asked to seriously explore all other avenues of meeting their tuition needs (e.g., help from extended family members, part-time employment) before turning to the school for assistance. Applications will be processed in the order they are received.