



# TUITION ASSISTANCE APPLICATION PACKET

## ELIGIBILITY CRITERIA

### Who will be eligible for the tuition assistance program at CAA?

For this school year, the eligibility criteria for consideration for tuition assistance are as follows.

- The child must be accepted as a student at Columbus Adventist Academy and the family must show proof of the lack of financial resources to pay the child(ren)'s tuition.
- The income of the parents or guardian will be a determining factor for tuition assistance.
- The number of children attending private school will also be considered.

### What steps should I follow to be considered for tuition assistance?

**Step 1:** Complete the attached Tuition Assistance Application.

**Step 2:** Return completed application along with the required documents in a sealed envelope to the school principal or secretary by June 30 to begin to receive aid the first month of the school year. Applications for tuition assistance received after that date will be reviewed and awards will be distributed the quarter following receipt of the application if funds are available.

### What are the required documents that must be submitted with the application?

You must send the following documents with the application for tuition assistance.

- A copy of the IRS 1040 Federal Income Tax Return (adjusted income page only)
- your most recent W-2 Form(s)
- 3 months of current pay stubs.

NOTE: If your family is on public assistance and you did not file an annual tax return, you must provide documentation of the type and amount of assistance you are receiving.

### Do I have any other options?

You are encouraged to recruit sponsors that are willing to contribute 1) a flat dollar amount each month, or 2) a one-time donation to assist with the expenses of your child's education.

# FINANCIAL WORKSHEET

## Annual Tuition:

1st child: _____		Total for 1st child: _____
2nd child: _____	Less discount: _____	Total for 2nd child: _____
3rd child: _____	Less discount: _____	Total for 3rd child: _____
4th child: _____	Less discount: _____	Total for 4th child: _____
		<b>Total Annual Tuition: _____</b>

## Tuition Plan:

### *10 Equal Payments*

Annual Tuition \_\_\_\_\_  $\div 10 =$  \_\_\_\_\_ (10 equal payments)

## Extended Care:

### *Morning Extended Care*

10 Equal Payments of \_\_\_\_\_

### *Afternoon Extended Care*

10 Equal Payments of \_\_\_\_\_

### *Morning and Afternoon Extended Care*

10 Equal Payments of \_\_\_\_\_

**Total Extended Care: \_\_\_\_\_**



## APPLICATION FOR TUITION ASSISTANCE

### To Parents/Guardians:

Tuition assistance is of limited supply and depends largely upon donors. Our desire is to be good stewards of those resources and to base the granting of financial awards upon the greatest needs. For tuition assistance to begin during the first month of the school year, please complete this application by June 30. You will be notified of the amount following approval. Thank you.

### PARENT(S)/GUARDIAN(S)

Name(s) of parents/guardians		Date of application
Address		
Home phone	Cell phone	E-mail
Mother's occupation		Mother's work phone
Name of employer		
Father's occupation		Father's work phone
Name of employer		

### CHILDREN

Name of Child(ren)	Assistance Sought for This Child?	Grade	Name of School	Are you on EdChoice?

Type of assistance being sought:     monthly     one-time

**FINANCIAL INFORMATION**

Annual Adjusted Gross Income (from most recent federal tax return)  
(Please attach adjusted gross tax form from IRS 1040 or 1040EZ,  
your W-2 form[s], and 3 months of current pay stubs.) \$ \_\_\_\_\_

Child Support \$ \_\_\_\_\_

Other sources of income or available assets and amounts \$ \_\_\_\_\_

**Amount of Tuition Assistance Requested** \$ \_\_\_\_\_

**PARENT AGREEMENT**

After prayerful consideration of all the various sources of income available to meet tuition, the above Amount of Tuition Assistance Requested is an accurate assessment of the need at this time. If the situation changes and the amount requested is no longer required, we will notify the school immediately. Also, as a family, we will work diligently and do all we can to assist the school by participating in fund-raisers that are very important in meeting the operational expenses of CAA.

\_\_\_\_\_  
Signature of Mother/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Father/Guardian

\_\_\_\_\_  
Date

Columbus Adventist Academy recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. Columbus Adventist Academy will not discriminate on the basis of race, color, or ethnic origin in the hiring of certified or noncertified personnel.