

NEW COVENANT ACADEMY
3304 S. Cox Road, Springfield, MO 65807
417-887-9848

PROCEDURES FOR APPLYING FOR TUITION ASSISTANCE PROGRAM

We recognize that it is difficult for many families to pay full tuition, books and supplies fee at New Covenant Academy. Our Tuition Assistance Program (TAP) offers a reduction of tuition, books and supplies fee based primarily upon household income. Household income is identified as the adjusted gross income on your tax return as well as any other non-taxable income such as child support and cash gifts. If your tuition, books and supplies fee charge is more than 10-12% of your household income you may qualify for the TAP, depending on the amount of your total household income.

The purpose of the TAP is to assist families who meet the above listed guidelines and who have no other resource for helping to meet their tuition, book and supplies fee. These other resources may include, but are not limited to: family, friends, church, employer or significant assets. If an outside source will be paying your tuition, this will be taken into consideration when awarding tuition assistance. The Board and administration must be fiscally responsible and accountable to the entire New Covenant Academy (NCA) student body and families.

Those applying for the TAP must meet academic, citizenship and spiritual qualifications for admission. Continued assistance in subsequent years is contingent upon financial need, satisfactory student performance in all areas, parent support of the school and the amount of TAP funding available.

FACTS Grant & Aid Assessment will conduct our tuition assistance analysis for the upcoming 2012-13 school year. Families applying for tuition assistance will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid assessment by **April 1, 2012**. Applicants are required to apply online. A link can be found on our website under the admissions section/ tuition assistance program. **All applicants including new and those who have applied in previous years will create a new account this year.** The following steps are required in order for FACTS to process your application:

- 1. Create an account.**
- 2. Completed online application.**
- 3. Payment of the non-refundable \$25 application fee (per household).**
- 4. Mail or fax copies of your 2011 tax form including all supporting tax schedules.**
- 5. Mail or fax copies of your 2011 W-2 form for both you and your spouse (if applicable).**
- 6. Mail or fax copies of supporting documentation for Social Security Income, Welfare, Child Support Food Stamps and Worker's Compensation.**

Again, your deadline for applying is **April 1, 2012**. Awards to qualifying families will be made by May 15, 2012. After this date there is no guarantee of availability of funds.

If you have questions about the application process you may speak with a FACTS Customer Care Representative toll free at 1-866-315-9262 from 10 am to 7 pm CST Monday-Friday. The fax number is 866-315-9264 and the address is FACTS Grant & Aid Assessment, PO Box 82524, Lincoln, NE 68501-2524.

If an interview is required, or if additional information is needed, you will be contacted by the Business Administrator. The TAP Committee will determine awards by May 15, 2012. **If applying after April 1, the assistance award may be significantly reduced or unavailable.** You will be notified of your assistance by an award letter. You must accept or decline this assistance within ten (10) calendar days of the date of your award letter. If assistance is not awarded, a letter will be sent informing you of this decision. (See number 6 below.)

General Information Regarding Scholarship:

1. Decisions of the TAP Committee will be prayerfully made, with due consideration given to any extenuating circumstances. The decisions of the Committee are final and binding, unless additional new information is provided directly to the Committee.
2. The TAP Committee will observe with strict confidentiality all information supplied, and such information will be kept in a separate file, and will be used for purposes of determining eligibility for and award of assistance.
3. Assistance is typically not more than 45% of the total tuition, books and supplies fee.
4. *Students currently enrolled* in the school must *first* be offered re-enrollment and must be *enrolled* before the TAP application will be considered. Current families will be given first consideration for assistance.
5. In general, assistance will only be offered to students for grades/classes in which there is space available (that is, the maximum class guidelines have not been reached and/or are not projected to be reached).
6. In cases where attendance is dependent on receiving assistance, and assistance is not awarded or the assistance does not meet the needs of the applicant, the enrollment fee will be refunded if the student is officially withdrawn ten (10) days after the date of notification by NCA. If the student is not officially withdrawn by June 1, 2012, first semester tuition will be due and payable. Tuition Policy: Any student who enrolls after June 1st, then withdraws will still owe first semester tuition, unless it is for a move of more than 25 miles from the Academy's campus. Students that attend during any part of a school semester will be required to pay for the entire semester's tuition, PIP hours; and yearly book and supply fee. (An official withdrawal form is available in the NCA office.)
7. If an applicant's income increases significantly during 2012, the Academy must be informed, and an adjustment may be made to the award.

If you have any questions regarding the procedures, confidentiality or the awarding of the TAP, please contact the Business Administrator at 887-9848 extension 404.