



## TUITION ASSISTANCE PROGRAM

### PURPOSE

The purpose of Tuition Assistance is to provide financial aid to school families who wish to provide their child with a quality, Christian, education and are unable to meet student tuition requirements.

### PROGRAM SPECIFICS

An application submittal and review process has been developed for the purpose of obtaining assistance. This process includes the completion of the Tuition Assistance application form, narrative form (stating why the applicant is requesting assistance) and providing documentation as to the applicant's financial status. Each year a tuition assistance committee is formed for the purpose of reviewing applications and setting the amount of assistance that may be provided.

**Application for and receipt of tuition assistance is completely confidential. Sharing information about tuition assistance received will put tuition assistance in jeopardy.**

Families will be allowed to receive assistance on a case-by-case, year-by-year basis with no restriction on consecutive year's assistance.

The total amount of assistance shall be determined by the Tuition Assistance committee after considering family income and family expenses.

An applicant's request for assistance may be denied for any of the following reasons:

- Filed application or support documentation is incomplete.
- Falsification of required information and/or support documentation.
- Application is not filed prior to the established deadline.

An applicant denied assistance shall receive a letter of explanation as to why their request was denied.

### APPLICATION DEADLINES

**Full-year applications must be received on or before June 10th** of the coming school year. Applications will be reviewed in mid-June and assistance amounts communicated via mail by the end of June. The first tuition payment will be due July 20.

## Applicant Responsibilities and Requirements

- Complete the “Tuition Assistance Application”
- Complete the “Tuition Assistance Narrative”
- Provide the following (copies are sufficient):
  1. 2 years IRS tax returns with W2’s
  2. Last 2 pay stubs (for each person employed)
  3. Mortgage/ Rent statement or canceled check
  4. Utility bill statements (gas/electric, phone, garbage, water, sewer, etc.)
  5. Insurance bills (automobile, home, etc.)
  6. Receipts of other expenses
  7. Tithing records
  8. **Proof** of unusual financial hardship
    - loan statements
    - credit card bills
    - medical bills
    - etc.
- Registration fees and additional school fees are not covered by tuition assistance.
- Assisted families are required to sign an agreement outlining the specific details of the assistance which will accompany the tuition assistance award letter.
- **Application for and receipt of tuition assistance is completely confidential. Sharing information about tuition assistance received will put tuition assistance in jeopardy.**
- **Assisted families applying for full year assistance will be on the 11-month payment plan (July – May). The first tuition payment will be due July 20.**
- Assisted families who do not meet the financial responsibilities, as set forth in their agreement will be required to remove their student(s) from the school.
- Amount of assistance awarded depends on applicants’ needs, the number of applicants, and the amount of money available in the tuition assistance fund.
- Assisted families may be asked to attend a Money Management Class offered through Christ Lutheran Church.

**CHRIST LUTHERAN SCHOOL  
TUITION ASSISTANCE APPLICATION**

INSTRUCTIONS: Please complete all of the application form and return to the school office along with the narrative and copies of required financial documents. All information is confidential. **Bold areas are required fields.**

Date: \_\_\_\_\_

**Parent(s)' Names:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_ **Work Telephone:** \_\_\_\_\_

Cell phone: \_\_\_\_\_ **Email:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Father's Employer:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Mother's Employer:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Church Home:** \_\_\_\_\_

**List the names and grades of your children enrolled in Christ Lutheran School.**

	<u>Name</u>	<u>Grade</u>
1.	_____	PS K 1 2 3 4 5 6 7 8
2.	_____	PS K 1 2 3 4 5 6 7 8
3.	_____	PS K 1 2 3 4 5 6 7 8
4.	_____	PS K 1 2 3 4 5 6 7 8

This portion to be completed by the school/ business office.

Account status:       Current                       Behind - \$ \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Father's Monthly Salary (before deductions):** \$ \_\_\_\_\_ **(after deduc.):** \$ \_\_\_\_\_

**Mother's Monthly Salary (before deductions):** \$ \_\_\_\_\_ **(after deduc.):** \$ \_\_\_\_\_

**Child Support received (if applicable):** \$ \_\_\_\_\_

**Other Income (rentals, additional support):** \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

**Monthly Expenses:**

Tithing: \$ \_\_\_\_\_

Mortgage/ Rent: \$ \_\_\_\_\_

Home/ Rent insurance: \$ \_\_\_\_\_

Gas/ Electric: \$ \_\_\_\_\_

Phone/cell phone: \$ \_\_\_\_\_

Garbage: \$ \_\_\_\_\_

Water: \$ \_\_\_\_\_

Vehicles: \$ \_\_\_\_\_                      Number of vehicles: \_\_\_\_\_

Vehicle insurance: \$ \_\_\_\_\_

Gasoline: \$ \_\_\_\_\_

Additional Loans: \$ \_\_\_\_\_

Credit Cards: \$ \_\_\_\_\_

Groceries/ food: \$ \_\_\_\_\_

Cable t.v./ Internet \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

**Total Expenses:** \$ \_\_\_\_\_

**Amount of tuition you feel you can pay each month:** \$ \_\_\_\_\_

**Christ Lutheran School  
Tuition Assistance Narrative**

Please state the reasons you are requesting tuition assistance.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_