

## **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 June 12, 2014**.

**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 \_\_\_\_\_
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Total monthly payments in unsecured debt: \$ \_\_\_\_\_



**Father's Signature** \_\_\_\_\_ Date: \_\_\_\_\_

**Mother's Signature** \_\_\_\_\_ Date: \_\_\_\_\_

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