



### Tuition Assistance Guidelines

Linden Waldorf School will be using FACTS Grant & Aid Assessment to review all tuition assistance applications for the 2012-2013 school year. This letter outlines the steps you need to take to apply for assistance. **The deadline for applying is February 28, 2012.**

The following information is required to process your application:

#### Provide to Linden Waldorf School:

- Submit the completed two-page form **2012-2013 APPLICATION FOR TUITION ASSISTANCE** to the Business Office at Linden Waldorf School.
- For parents sharing custody of their child(ren), submit a copy of your parenting plan or custodial agreement if there is language pertaining to educational decision making and/or financing private school education.

#### Provide to FACTS:

- Complete an online application through FACTS Grant & Aid Assessment at [www.factstuitionaid.com](http://www.factstuitionaid.com). Please contact Kat Potter, Business Manager, if you do not have internet access at home.
- Pay the \$25 nonrefundable application fee.
- If the parents are divorced, the parent responsible for payment of the child or children's tuition should complete the application. If each of the divorced parents is responsible for a portion of the child or children's tuition, each parent should complete a separate application and indicate the portion of tuition for which he/she is responsible.
- Submit the following relevant documentation. If applicant and co-applicant file separately, we require both tax returns for the same tax year. Instructions for how to submit these documents by fax or mail are given as part of the online application process.
  - A copy of your 2011 IRS Federal Form 1040, 1040A or 1040-EZ U.S. Individual Income Tax Return (2 pages)
  - Supporting tax Schedules C or C-EZ, Schedule E, Schedule F, Depreciation Form 4562, S Corporation Form 1120S (4 pages) & Schedule K-1 and Form 8825, Partnership Form 1065 (4 pages) & Schedule K-1 and Form 8825, Estates and Trusts Form 1041 & Schedule K-1.
  - Copies of all 2011 W-2 Wage and Tax Statements for both you and your spouse. NOTE: If you are applying before you have received all 2011 W-2 Wage and Tax Statements, please submit them as soon as they become available.
  - Copies of all supporting documentation for household Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF).
- **Make sure to check your e-mail address regularly for notices sent by FACTS indicating missing information or tax documents.**

**Note: The Tuition Assistance Committee cannot begin to review your assistance request if any of the above items are missing or incomplete. The Committee may also request additional information to help assess the need for assistance. The Committee will hold your information in the strictest confidence.**

If you are applying for tuition assistance, you will pay only the \$100/per child enrollment fee when you submit your enrollment contract. A bill for the tuition protection fee will be sent with the tuition assistance offer.

The Tuition Assistance Committee will review the applications after FACTS has processed the applications and will mail letters with the tuition assistance offer by March 31, 2012. You will have until April 21, 2012 to return the form enclosed with the offer letter to indicate whether you are accepting the offer of assistance.

**Once again, the deadline to apply is February 28, 2012, for full consideration.** If you have questions or concerns about the application process, please call a FACTS Customer Care Representative at 1-866-315-9262 or contact Kat Potter, Business Manager, at 354-0270 x26.

*No student may begin attending classes until the Tuition Assistance Reply Form is returned to the Business Manager and all fees and the first month's tuition is paid. In the event that your FACTS application is not completed and fully processed prior to the start of the school year, you will be responsible to pay for all fees and the first month of full tuition before your child can begin classes. If Tuition Assistance is later awarded, your account will be credited accordingly.*