



COLE VALLEY CHRISTIAN SCHOOLS
TUITION AID POLICIES & PROCESS
For the 2021-2022 School Year

POLICY

APPLICATION: Each individual or family seeking tuition aid must submit an online application annually through FACTS Grant & Aid. FACTS does not make award decisions – they provide a financial analysis to our Tuition Aid Committee for consideration.

AID ELIGIBILITY: Aid is granted only to enrolled students for the 2021/2022 school year who have paid the registration / re-enrollment fee for each child. Only full-time students (Kindergarten 5 day - 12th grade) who are in good standing (academically, financially, and socially) with CVCS are eligible to receive aid.

NEEDS CALCULATION FACTORS: The needs analysis formula assumes all eligible wage earners will contribute to household income. Special circumstances will be considered (i.e. medical conditions, children under school age). In addition, the needs analysis follows a regional standard for household expenses and asset value in determining need. Therefore, a family's ability to earn additional income and financial lifestyle choices will be considered in determining aid awards.

AID AWARD AMOUNTS: The amount of Tuition Aid granted is based solely upon need. It is the desire of CVCS to award as many families as possible from a limited fund. Therefore, the maximum amount awarded is 50% of tuition only (fees not included), with most families receiving less than that percentage based upon relative need and the number of applicants for aid.

AID AWARD PRIORITY: There is an award priority is as follows – preference will be given to higher grade levels first:

1. Current families:
 - 1) Parents in Christian ministry, including current staff members
 - 2) Those families who have demonstrated active support of the policies and programs of CVCS
 - 3) Families who received aid in prior year(s).
2. New families:
 - 1) Parents in ministry
 - 2) CVCS Alumni
 - 3) Other new families.

DECISION NOTIFICATION: Tuition Aid decisions (awards/denials) are communicated in May for families whose applications have been submitted and verified by April 15th. Families that apply after the application deadline or fail to provide all supporting document to FACTS so that their application can be verified can only be awarded aid if additional tuition aid money is available.

PAYMENT OPTIONS: Tuition aid applicants are eligible to use a 10 or 12 month payment plan (*May 2022 is the latest payment month*) with no Finance Fee.

CONFIDENTIALITY: Tuition Aid awards are to remain confidential between CVCS and the applicant.

CHANGE IN FINANCIAL STATUS: Recipients of tuition aid agree to inform the Business Office immediately in writing of any change in financial status that might affect their qualifications for the assistance.

FACTORS THAT COULD IMPACT AID AMOUNT AFTER AWARDED: Aid awards can be reduced/removed if:

- A family does not “accept” the award within two weeks of notification.
- Tuition accounts become delinquent.
- A student is placed on probation for academic or behavior reasons.
- A student who has received aid is withdrawn. Withdrawal of one or more students reduces the amount allocated to the family accordingly.
- A family fails to maintain an active FACTS tuition account.
- A family fails to keep their aid award confidential or fails to communicate a change in financial status as mentioned above.

ANNUAL PROCESS: Tuition aid is granted on an annual basis. Being granted an award for one school year does not mean a family will automatically receive an award in future school years. Families must re-apply and re-qualify each school year aid is desired.

PROCESS

Applications for Tuition Aid will be open March 1 – April 15, 2021 and again on July 12 – August 20, 2021. Enrolled families at CVCS can find the link to apply in the FACTS Family Portal – Under Financial. New families will apply through [FACTS ONLINE](#).

1. Complete the Tuition Aid Application process through FACTS.
 - a. Fill out information in online application and pay \$35 Application Fee.
 - b. Upload 2020 W-2’s, 2020 1040 Tax Forms and any required supplemental schedules to FACTS. If the 2020 1040 Tax Forms are unavailable, please include the 1040, supplemental schedules, and related W-2’s for 2019.
(Verification process takes 2 weeks from the time all information is entered/uploaded.)
2. The Tuition Aid committee will meet in April to review applications and determine aid award amounts. Incomplete applications could jeopardize the awarding of tuition aid.
3. Award notification letters will be mailed to applicant families mid May for the first application window and the beginning of September for the second application window. (or later if verified late).
4. Upon receipt of award notification, families will need to “accept” the award and determine payment plan for the remaining 2021-2022 tuition balance.