



COLE VALLEY
CHRISTIAN SCHOOLS

COLE VALLEY CHRISTIAN SCHOOLS (CVCS)

TUITION AID Policy & Process

POLICY

APPLICATION PROCESS: Families seeking tuition assistance must submit an annual online application through FACTS Grant & Aid. FACTS provides a financial analysis to the CVCS Tuition Aid Committee but does not make award decisions.

AID ELIGIBILITY: CVCS full-time students (Kindergarten - 12th grade) who are enrolled in the previous school year and are in good standing (academically, financially, and socially) and have paid the annual enrollment fee are eligible for tuition aid.

NEEDS ASSESSMENT: The needs analysis formula assumes ***all eligible wage earners will contribute to household income***. The analysis follows regional standards for household expenses and assets. Exceptional circumstances are taken into consideration.

AID AWARDS: Tuition aid is granted based solely on financial need or hardship, with a maximum award of 50% of tuition. Since CVCS aims to assist as many families as possible from limited funds, most families will receive less than that percentage based upon relative need, number of applicants, and overall budget.

AWARD PRIORITY: The aid award priority is as follows, with preference given to higher grade levels first.

1. CVCS staff members
2. Current families with documented need
3. All other current family applicants

DECISION NOTIFICATION: Tuition aid decisions will be communicated according to the timeline on the CVCS Tuition Aid webpage. Late or incomplete applications may be ineligible and may not be presented to the aid committee.

PAYMENT OPTIONS: Applicants submitting prior to June may choose a 12-month (June-May) or 10-month (August – May) payment plan. After July 1, a 10-month payment plan is the only available option. The finance fee is waived for all aid applicants.

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

CHANGE IN FINANCIAL STATUS: Recipients of tuition aid are obligated to inform the school of any changes in their financial or life situation that may affect their eligibility for assistance, including but not limited to marital status, employment, and legal judgments/decrees. When in doubt, communicate with the school. You may reach out to the Business Office by phone or by email businessoffice@cvcsonline.org.

FACTORS THAT COULD IMPACT AID AMOUNT AFTER AWARDED: Tuition aid awards may be reduced or removed under the following circumstances:

- The family does not "accept" the award within two weeks of notification.
- The family fails to maintain an active FACTS tuition account with a valid financial account on file.
- The family fails to keep their aid award confidential.
- The family fails to communicate a change in financial status.
- The family's tuition account becomes delinquent.
- The student is placed on academic or behavioral probation.
- A student who has received aid withdraws, reducing the allocated amount for the family.

ANNUAL PROCESS: Tuition aid is generally granted annually to families currently enrolled in the previous school year. Receiving an aid award one school year does not guarantee future aid. Families must reapply and requalify each school year they desire assistance.

PROCESS

Applications for Tuition Aid at Cole Valley Christian School (CVCS) will generally run March through April with award notifications emailed the last business day of May, see the CVCS Tuition Aid webpage for exact dates. The link for FACTS Grant & Aid application will be active on the CVCS website when the aid window is open. For the latest tuition aid information and updates, please visit the CVCS website at <https://www.colevalleychristian.org/admissions/tuition-aid.cfm>.

To complete the Tuition Aid Application process:

1. Submit the online application through FACTS according to timeline on the CVCS Tuition Aid webpage. This includes providing all required information and paying the application fee. Note that the "Finance Fee" will be waived for all verified applications once aid awards have been determined.
2. Upload the following documents to FACTS: W-2s, the complete 1040 Tax Forms, and any required supplemental schedules. **For best results, upload PDF copies instead of mobile device photos.** The verification process **typically takes 2-6 weeks** from the time all information is entered and uploaded, so please monitor the submitted application for additional requests from FACTS.
3. Check your junk/spam folder and/or log in to the FACTS portal to check your application status. If you have specific questions about your aid application or are confused about an issue, please reach out to FACTS Grant & Aid at 1-866-315-9262.

The Tuition Aid committee will meet to review all applications at one time and determine aid award totals. Incomplete applications as well as applicants with delinquent FACTS payment plans will not be considered and may jeopardize the awarding of tuition aid.

Applicant families will receive award notification letters via email no later than the last business day of May. Upon receipt, families will need to "accept" the award within two weeks.