



COLE VALLEY CHRISTIAN SCHOOLS (CVCS)

TUITION AID Policy & Process

POLICY

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

AID ELIGIBILITY: Aid is granted only to enrolled students for the 2024-2025 school year who have paid the enrollment / re-enrollment fee for each child. Only full-time students (Kindergarten - 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*. Exceptional circumstances are taken into consideration (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 or hardship. It is the desire of CVCS to award aid to 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 requesting aid.

AID AWARD PRIORITY: The aid award priority is as follows, with preference 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 early August for families whose applications have been submitted and verified by June 13, 2024. Families that apply and fail to provide all supporting documents to FACTS for application verification prior to the aid window closing date may be ineligible for aid unless additional tuition aid funds become available, and a second aid window is opened.

PAYMENT OPTIONS: If the application is submitted prior to June, applicants may choose between a 12-month (June-May) or 10-month (August – May) payment plan. After July 1, a 10-month payment plan will be the only available option for the remaining school year tuition balance. Please contact the Business Office at businessoffice@cvcsonline.org to request this change. The **Finance Fee** for tuition aid applicants will be waived.

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 and 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 may be reduced or removed if:

- A family does not “accept” the award within **two weeks** of notification.
- A family fails to maintain an active FACTS tuition account with a valid financial account on file.
- A family fails to keep their aid award confidential or fails to communicate a change in financial status as mentioned above.
- 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.

ANNUAL PROCESS: Tuition aid is granted on an annual basis. Being granted an aid 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 April 15 – June 13, 2024. Enrolled families at CVCS can find the link to apply in the FACTS Family Portal – Under Financial. For current tuition aid information and updates, please visit the CVCS website at <https://www.colevalleychristian.org/admissions/tuition-aid.cfm> .

1. Complete the Tuition Aid Application process through FACTS no later than June 13, 2024
 - a. Complete information in online application and pay the Application Fee. All verified applications will have the payment plan “Finance Fee” waived once awards have been determined.
 - b. Upload 2023 W-2’s, the entire 2023 1040 Tax Forms and any required supplemental schedules to FACTS. **For best results only upload PDF copies, not pictures via a mobile device.** The Verification process **takes at least 2 - 4 weeks**, sometimes more, from the time all information is entered and uploaded, so please monitor the submitted application for additional requests from FACTS.
2. The Tuition Aid committee will meet in late July to review applications and determine aid award amounts. Incomplete applications will not go before the aid committee and will jeopardize the awarding of tuition aid for that application.
3. Award notification letters will be emailed to applicant families no later than early August.
4. Upon receipt of award notification, families will need to “accept” the award on each email within two weeks.
5. If an applicant receives and accepts tuition aid from CVCS, applicants are obligated to inform the school of any occurrence in life that may affect the award. This includes the following changes but not limited to, marital status, employment, legal judgements/decrees, etc. When in doubt, communicate with the school.