

St. John's Episcopal School

Financial Aid Procedures

Dear Financial Aid Applicant:

This letter outlines the financial aid application procedures for the 2012-13 academic year. To ensure confidentiality and awards based on complete financial information, St. John's relies on a third-party professional corporation, FACTS Grant and Aid Assessment, to accept and process financial aid applications. The recommendations from FACTS provide the St. John's Financial Aid Committee with a guideline upon which to base its financial aid awards.

The deadline for submitting a financial aid application for the 2012-13 academic year is February 1, 2012.

To Apply for Financial Aid

- Have your most recent tax return available. To apply for financial aid for the 2012-13 academic year, you will need your 2011 tax return. If you have not yet completed it by the financial aid deadline, submit your 2010 tax return along with your 2011 W-2s. See below for a complete list of requirements.
- Go to www.factstuitionaid.com.
- Create a username and password. It is not necessary to complete the entire application at one time. You may access your worksheet as often as necessary.
- If you need help or have a question regarding the application, please contact FACTS at help@factstuitionaid.com or 866-315-9262. You may also contact me at 214-318-9131 x134.
- Note that if you are separated or divorced, the non-custodial parent must also complete an online application.

Timeline

St. John's will mail re-enrollment contracts to current students on **February 1, 2012**. The contracts are due back with the appropriate tuition deposit by **February 15, 2012**. You will not yet have received a financial aid award notification, but please complete the enrollment contract, chose your payment option and pay the tuition deposit. Financial aid grants will be awarded the week of March 5, 2012. We will send award notifications that week. If aid is denied or if you do not receive sufficient aid, you will have the option of accepting or canceling the contract you submitted in February. If you chose to void the February contract, your tuition deposit will be refunded. This process ensures your child has a place for the 2012-13 academic year.

If you are applying for financial aid for a new student, the amount awarded will be included with the student's acceptance letter. Admission acceptance for new students is "need-blind;" acceptance to St. John's is based solely on the student's ability to be successful in the school environment, not the family's ability to afford the entire tuition.

If you are a parishioner of St. John's Episcopal Church, in addition to completing the process outlined above, please contact the church office to discuss financial aid opportunities for parishioners.

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Documentation Required by FACTS

- Copies of your 2010 IRS Federal Form 1040 or 1040A US Individual Income Tax Return
- Copies of your 2011 W-2 Wage and Tax Statements will be required as soon as they are available to you
- Copies of all supporting tax schedules if you have income from:
 - Business-Attach Form 1040 Schedule C or C-EZ for supporting documentation
 - Farm-Attach Form 1040 Schedule F
 - Rental Property-Attach Form 1040 Schedule E
 - S-Corporation-Attach second page of Form 1040 Schedule E and 1120S/Schedule K-1
- Supporting documentation for household Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation and TANF
- **Send forms to:**
Facts Grant and Aid Assessment
P.O. Box 5688
Lincoln, NE 68505
- **Forms submitted to FACTS will not be returned. Please do not send originals.**

The St. John's Episcopal School's Board of Trustees is committed to providing sufficient financial aid to all families demonstrating financial need. Please be assured that any information regarding financial aid will remain confidential.

Please contact me with any questions.

Sincerely,

Linda Wilson
Director of Finance and Financial Aid
214-318-9131 x134