



Community Christian Academy
4706 Park Center Ave NE, Lacey, WA 98516 Fax (360) 412-0910
Phone (360) 493-ABCD E-mail: CCA@FoundationCampus.org

Northwest Christian High School
4710 Park Center Ave NE, Lacey, WA 98516 Fax (360) 491-3086
Phone (360) 491-2966 E-mail: NCHS@FoundationCampus.org

Student Financial Assistance Request

Thank you for choosing Community Christian Academy/Northwest Christian High School to help you train and educate your child(ren). We consider it a privilege to be involved in what is one of the most important choices you make when raising your child: The choice of who will be influencing them daily. You can feel confident that the Christian teachers and staff here want to help you educate and train your child so that they will become a productive and successful member of society. You can also be assured they will educate and train them from a biblical worldview where God's Word and teachings are at the center of all decisions.

Please understand that the school does not have an actual fund that replaces the lost income we incur when we extend financial assistance. We simply receive less income to pay the bills and salaries of our staff. For this reason, we ask that you request only what is absolutely necessary and if at any time during the school year your situation changes and you can pay more, you do so. Many people are making significant sacrifices in order for the school to make tuition assistance available to those who truly need it.

Any assistance given is based primarily on three criteria: Your financial need; Space availability in the classroom; Impact on the budget and the classroom. Because we have a limit on the total amount of assistance we are able to give, we do not give more than 50% of tuition to any one family. In most cases, it is less.

Because assistance is only given where we have seat availability in the classroom, we are unable to "guarantee" your child's seat until the middle of August. We will, however, process your application when it is received through FACTS Tuition Grant and & Aid and send you a letter in July indicating your status and the amount we will be able to help you with.

In His Service,

Dave Rehnberg

Superintendent
Northwest Christian Private Schools



The Foundation Campus

www.FoundationCampus.org

COMMUNITY CHRISTIAN ACADEMY/ NORTHWEST CHRISTIAN HIGH SCHOOL

TUITION ASSISTANCE 2018-19

FACTS Grant & Aid Assessment will be conducting financial need analysis for Community Christian Academy/Northwest Christian High School for the upcoming 2018-19 school year. Upon completion of the enrollment process, you may apply for tuition assistance on or before May 25, 2018 through FACTS Grant & Aid Assessment. Applicants can apply online by clicking the FACTS link at <https://online.factsmgmt.com/signin/4CF6C>. *An application fee of \$ 30.00 will be needed and is paid directly to FGAA (Facts Grant & Aid Assessment).*

Tuition Assistance Process:

1. Log into your FACTS Account.
2. Complete Aid Application.
3. Upload all supporting documentation (see below). It will take approximately 2-4 weeks for your online application and supporting tax documents to be processed by FGAA.
4. FGAA sends the report to our schools Financial Department to assist with the decision making process. Our Financial Director will be notifying families of their Financial Aid decision.
5. If you decide you must decline the tuition assistance and pursue your student's education elsewhere, the Student Registration fee will be refunded, less \$25.

The following information will need to be sent to FACTS to complete the application process:

- Copies of your most recent Federal tax forms including all supporting tax schedules.
- Copies of your most recent W-2 forms for both you and your spouse.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

All supporting documentation can be uploaded in pdf format online.

Documentation can also be faxed to 866-315-9264 or mailed to the address below. **Please be sure to include the applicant ID on all faxed or mailed correspondence.**

FACTS Grant & Aid Assessment
P.O. Box 82524
Lincoln, NE 68501-2524

As a reminder, families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment **by May 25, 2018.**

Sincerely,

Melissa Jordan

Melissa Jordan, Financial Administrator
Community Christian Academy/Northwest Christian High School
mjordan@foundationcampus.org
360-493-2223 ext. 506



Grant & Aid Assessment

FACTS Management makes quality education affordable for families by assisting schools in awarding financial aid. We work with schools to create a custom application and collect financial data so schools can make accurate award decisions based on financial need.

After completing the online application, you will need to upload or fax all required supporting documentation. Uploaded documents must be in PDF format and the size of each document must be less than 20 MB. If you are unable to upload, fax the required documents to 866.315.9264. Please **DO NOT** use your mobile device to photo copy required documents due to problems with legibility.

The following supporting documents are required to complete the application process:

- Copy of the most recent **IRS Federal Form 1040, 1040A or 1040-EZ U.S. Individual Income Tax Return** (the year of the tax return depends on the tax requirements of the school). If applicant and co-applicant file separately, we require both tax returns for the same tax year. We do not require State Tax Returns.
- Copies of **all the current year W-2 Wage and Tax Statements** for both the applicant and co-applicant. **NOTE:** If you are applying before you have received all the current year W-2 Wage and Tax Statements, please submit them as soon as they become available.
- Copies of all supporting tax documents if you have business income/loss from any of the following:
 - Business** - send Schedule C or C-EZ and Form 4562 Depreciation and Amortization
 - Farm** - send Schedule F and Form 4562 Depreciation and Amortization
 - Rental Property** - send Schedule E (page 1)
 - S-Corporation** - send Schedule E (page 2), Form 1120S (5 pages), Schedule K-1 and Form 8825
 - Partnership** - send Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825
 - Estates and Trusts** - send Schedule E (page 2), Form 1041 and Schedule K-1

***IMPORTANT: If you file a tax return but do not have W-2 wages because you are self-employed, you will be required to submit a copy of your current year Federal Form 1040 Tax Return.**

- Copies of all supporting documentation for **household Non-Taxable Income** such as: Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF). If you do not file a tax return, you are required to provide documentation of all income received.

*All documentation received is imaged upon receipt and then destroyed.

You may login to your FACTS user account to review the status of your application. **Please allow 2 weeks processing time from the date you provided the supporting documents before inquiring further about receipt and/or status of the uploaded or faxed documents.** Application deadlines are set by the institution awarding the scholarships. If you are applying after the deadline, please contact your school to ensure that your application will be accepted.

*A non-refundable application fee may be required before your application will be submitted.

NOTE: Award decisions are made by the institution providing the scholarship, not FACTS.

For more information, visit FACTSmgt.com/grant-and-aid

