2018 - 2019 Financial Assistance
Special Circumstance Review Form

Student Name (s) _____

Entering Grade(s) _____ Phone _____

E-mail _____

Parent Name(s) _____

Parent e-mail _____

Parent Phone (day) _____ (evening) _____

Special financial circumstances are those, which significantly affect the families' ability to pay tuition.

Examples: Loss of income or job/new employment, unexpected illness, family disaster, caring for an elderly relative, medical expenses, change in household, foreclosure, natural disaster/home repairs

Please explain why the family is concerned it cannot meet the full required tuition. In order to be eligible for financial assistance a special circumstance review form must be submitted along with the completion of all the following steps:

- **Complete and submit** the FACTS **Online Application** at: www.factstuitionaid.com with copies of all required supporting household income and expense documents (Federal Income Tax Return, pay stubs, bank statements, W-2 forms etc.) Forms are due by the **deadline of March 1st** .
- Families that would qualify for income-based scholarships must apply to **Step-Up for Students** before any additional assistance will be considered. (www.stepupforstudents.org)
- **Describe** the situation that caused the reduction in income (you may **use the space below** or attach additional sheets if necessary). Include the financial impact of the circumstance (Estimate reduced dollars and time frame).
- **Mail *only*** this special circumstance form to the Business Office.

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Amount I am able to pay monthly: $_____

CERTIFICATION

I/we affirm that all data elements contained on this form, the **FACTS** worksheet and online application, and any accompanying documentation are true and complete to the best of my/our knowledge. Upon request I/we will provide additional documentation to substantiate the information provided.

Parent(s) / Guardian _____ Date _____/_____/_____

Parent(s) / Guardian _____ Date _____/_____/_____