

February 1, 2010

**Re: Request for Financial Aid Assistance  
2010 / 2011 School Year**

**Application Deadline: May 1, 2010**

Dear FCS Family,

We appreciate your interest in applying for Financial Aid for the 2010 / 2011 school year. We are blessed that once again a limited amount of Financial Aid is available for the 2010 / 2011 school year to qualifying families on a first come first serve basis. Interested families must apply for financial aid annually as aid is awarded for the term of one school year. The deadline to apply for the 2010 / 2011 school year is May 1, 2010.

This year we will utilize the online service of Financial Aid for School Tuition (FAST), a financial aid program offered by Independent School Management (ISM). On January 1, 2010, our prior provider, Family Financial Needs Assessment Company (FFNA), became a part of ISM a long-established organization that is a leader in the private / independent school field.

Our school policy requires that in order to qualify to apply for financial aid, all of the following must be met:

- √ 2009 / 2010 Tuition Account is current (no balance due).
- √ Student(s) must be admitted (in the class count) for the 2010 / 2011 school year.
- √ Authorization Agreement for Direct Payments (ACH debit) for 2010 / 2011 is completed, signed, and turned in to the Business Office. Tuition payments must be made by ACH on the 5<sup>th</sup> day of the month.

Financial Aid applications will not be considered, nor will awards be granted, unless these requirements have been satisfied.

The financial aid application, review and evaluation process consists of multiple steps. Families seeking financial aid must file an online application through FAST. Only complete applications (those that include the required 2009 tax documentation) will be reviewed and considered for financial aid. Your application may be selected for a personal interview with the Business Manager as part of our review process. Please refer to the attached step-by-step guide to apply for financial assistance for the 2010 / 2011 school year.

The financial aid you may be granted will be applied to Tuition only. Because funds dedicated for financial assistance are limited and demand is high, the maximum financial aid award available for the 2010 / 2011 school year is 35% of tuition. There are additional fees that will be due to FCS from aid recipients. Fees you may be responsible for include, when applicable, Elementary Book Fees, Middle / High School Activity Fee, Sports Fees, Semester Elective Fees, etc.

The Tuition Deposit due June 1, 2010, is due and payable in full, without regard to any aid that may be subsequently granted. Failure to remit timely the Tuition Deposit due June 1, 2010, will halt the processing of your request for aid. Furthermore, your student(s) will be removed from the class count. The Family Improvement Fee due August 1, 2010, is also due and payable in full, without regard to any Financial Aid award.

Should you have any questions about the Financial Aid Process, please contact the Business Office at extension 205. For billing and account inquiries, please contact the Business Office at extension 216.

## Financial Aid Process Step-by-Step Guide 2010 / 2011 School Year

### Step 1: Ensure qualified to apply for Financial Aid.

- a. 2009 / 2010 Tuition Account is current (no balance due).
- b. Student(s) admitted (in the class count) for the 2010 / 2011 school year.
- c. Authorization Agreement for Direct Payments (ACH debit) for 2010 / 2011 submitted to FCS.

### Step 2: Complete the FAST online application by May 1, 2010.

- a. Click on the FAST link: <https://www.ismfast.com/FastPage.php?id=d6358e918a5b9ac4a2e1721847cebf75>
  - i. Online application is available in English or Spanish.
  - ii. Help is provided for each field online. Additionally, FAST offers a dedicated phone help desk (1-877-326-FAST) and email support (help@ismfast.com) for all your questions 24/7. Please do not call FCS with questions about the online application.
  - iii. The FAST application fee is \$30.00. The fee is paid online via credit card (VISA or MasterCard).
- b. Mail the required 2009 tax documents within two weeks of completing your online application, but no later than May 1, 2010.
  - i. Send a copy of the following tax documents:
    1. 2009 Individual Income Tax Return, Form 1040, 1040A, or 1040 EZ (signed copy, including all schedules and statements, as filed with the Internal Revenue Service)
    2. 2009 Forms W-2
    3. 2009 Forms 1099
    4. 2009 Business Tax Returns
      - a. Form 1120 (for your business if a C Corporation)
      - b. Form 1065 (for every Partnership or LLC included in Form 1040, Sch E)
      - c. Form 1120S (for every S Corporation included in Form 1040, Sch E)
      - d. Form 1041 (for every Trust included in Form 1040, Sch E)
  - ii. Mail tax documents to FAST at below address. When mailing, include "Florida Christian School" on the front of the envelope under your return address.  
 FAST Processing  
 ISM  
 1316 North Union Street  
 Wilmington, DE 19806-2594
- c. Receive email confirmation from FAST. FAST sends an email confirmation to applicant when they have completed the processing of the tax forms and application.
- d. *Important: The application is not complete until receipt of tax documents.  
 Only complete applications are reviewed by FCS and considered for financial aid.*

### Step 3: FAST reports to FCS the extent of financial aid each applicant qualifies for.

FAST provides a need-based financial aid analysis service. Based on the information provided by each applicant and a comparison to the actual amounts reported on the applicant's 2009 personal and business tax returns, FAST provides a report for FCS's review and evaluation.

### Step 4: FCS conducts review and evaluation for award determination.

Conferences with applicants may be scheduled.

### Step 5: Receive Notification Letter (Award or Denial) from Florida Christian School.



**Direct-Pay  
Authorization Agreement for Direct Payments (ACH debit)**

\*\*\*\* PLEASE PRINT \*\*\*\*

Parent billing name: \_\_\_\_\_

Family FCS account code: \_\_\_\_\_

Date for the direct debit: Monthly on the 5<sup>th</sup>

I (we) hereby authorize Florida Christian School of Dade County, Inc., hereinafter called "SCHOOL," to initiate debit entries on the above monthly date for my complete account balance as of the 1<sup>st</sup> of each month to my (our) checking account indicated below at the depository financial institution named below, hereafter called "DEPOSITORY," and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provision of U.S. law.

Depository name: \_\_\_\_\_

Branch: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Routing number: \_\_\_\_\_

Account number: \_\_\_\_\_

This authorization is to remain in full force and effect until the SCHOOL has received written notification from me (or either of us) of its termination in such time and in such manner as to afford SCHOOL and DEPOSITORY a reasonable opportunity to act on it (not more than thirty days).

Name (s) on checking account: 1) \_\_\_\_\_

2) \_\_\_\_\_

Date: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

**\*\*\* PLEASE ATTACH A VOID CHECK \*\*\***