

2019-2020 New Family Scholarship Application Packet

Dear Parents:

Please read this letter carefully as it contains important information about successfully applying for tuition assistance for your family.

Families applying for financial aid will need to complete two applications (both an online application with FACTS Grant & Aid **and** a paper application with the Admission Office) and submit the necessary supporting documentation to both FACTS electronically and to the Admission Office in hard copy (scanned documents are not accepted). Completed scholarship applications received by February 1 will receive a scholarship award on April 15, 2019. Scholarship applications received thereafter will be reviewed after April 15 and in order of receipt.

Part 1 - Online Application with FACTS:

- Complete and submit the online FACTS Grant & Aid Assessment application. The link for the FACTS Application is: <https://online.factsmgt.com/signin/3FNHG>. A non-refundable \$35.00 application fee is required at the time of submission. Tax forms and supporting documents must be uploaded online to complete the FACTS application. A FACTS Customer Care Representative can be reached at 866-441-4637 for technical issues.

Part 2 - Paper Application: (the following items are required to be **submitted as a complete packet to the Admission Office via hard copy**, scanned documents will not be accepted)

- **Supplemental Application for Tuition Assistance** – the **three (3) page form** is enclosed
- **Step Up for Students** – proof of application status required. Check your eligibility for this state-approved scholarship for low-income families at www.StepUpForStudents.org.
- Individual **tax returns** (IRS Form 1040 for 2017*), including all supporting tax schedules
- **W-2 forms, 1099s, and K-1s for 2017 and 2018** for both applicant and co-applicant
- **Brokerage statements and bank statements** of all accounts for the past **six (6) months**
- **Paystubs** for the past **three (3) months** for both applicant and co-applicant
- Supporting documentation for Social Security Income, Child Support, Food Stamps, Workers' Compensation
- Signed **IRS Form 4506-T** (available online from the IRS.gov website)
- If self-employed, **business tax returns** (IRS Forms 1120 or 1120S) for 2017*
- If self-employed, business **financial statements** (balance sheet and income statement) for 2018
- Optional – **Letter to the Scholarship Committee** explaining your circumstances or anything special you would like the Scholarship Committee to know when considering your application.

***Note scholarship applications submitted after February 1 will require the 2018 Tax Documents**

FACTS Grant & Aid Assessment is a third-party that conducts the financial need analysis for Hebrew Academy. The application and supporting documents are reviewed by Hebrew Academy's Scholarship Committee and tuition assistance decisions are made solely by this committee. Scholarship applications will only be reviewed once a student is academically admitted and the parents have e-signed the full price tuition contract and submitted the \$200 per child, non-refundable, registration fee (this is different than the \$150 admission application fee and is reduced from the original \$350 registration fee). Once a decision is made, a revised contract reflecting the scholarship award will be sent to you. When the revised contract is e-signed and submitted, your child will be fully enrolled. It is important to note that scholarship availability is limited due to high demand. Completed scholarship applications will be processed on a first come, first served basis for the funds that are available. Therefore, **delay in submitting the complete application could result in less, or no, financial assistance.**