

Tuition Assistance Program Heartland Christian School

Availability

HCS provides tuition assistance to families with demonstrated financial need, who desire to make Christian education a priority for their family.

Generally, tuition assistance does not exceed 50% of the actual tuition cost.

Eligibility

In order for a family to be considered for need-based tuition assistance, a student must be enrolled for the upcoming year and previous balances must be **paid in full**. No need-based assistance is considered prior to enrollment or with a current **balance showing**. You may submit tuition assistance application information during the admission or enrollment process, but no decision on tuition assistance will be made or communicated prior to enrollment of the student(s).

Application Process

Step 1: Complete an application.

HCS participates with the Independent School Management (ISM) FAST (Financial Aid for Student Tuition) program. This is an online, confidential and objective analysis of a family's financial circumstances and the affordability of tuition in light of each family's specific situation. Instructions for completing an application are included below.

Requests for tuition assistance must be submitted annually for each upcoming academic year, using the online FAST application.

Step 2: Review by the Tuition Assistance Committee.

Upon your submission of the FAST application and verification information, calculations performed by ISM based on that information will be conveyed to the HCS Tuition Assistance Committee. The committee will review the information to determine the amount of any need-based tuition assistance that may be provided. The information that you submit is kept confidential within this committee and the Business Office.

Step 3: Communication.

The school will inform you of the amount of any tuition assistance to be awarded. If tuition assistance is provided, the tuition amount from the previously submitted enrollment agreement will be adjusted accordingly and a new tuition contract will be issued, as necessary.

Acceptable Academic Progress/Behavior

A student is expected to maintain a 70% average in coursework to continue to qualify for tuition assistance. The student's academic progress will be reviewed at the end of each quarter. Students not maintaining satisfactory grades may become ineligible for continued assistance. A student is also expected to maintain appropriate conduct at HCS. Students failing to meet this standard may become ineligible for continued assistance.

Timely Payment of Tuition Accounts

The portion of the family's tuition bill that is not covered by tuition assistance is expected to be paid based on the three payment options:

Option #1: Pre-Pay the full amount of the school year. Total payment must be received by the **first** day of school.

(Books will not be issued to the student until the tuition is paid in full.)

Option #2: Pre-Pay the full amount of a semester. Total payment of the **first semester** must be received by the **first**

day of school and payment of **second semester** must be received by the day school resumes in January.

(Books will not be issued to the student until the semester tuition is paid in full.)

Option #3: Sign-up for **monthly auto debit**. Tuition payments will be drawn on the **first** or the **tenth** of each month.

Review and Cancellation of Awards

HCS reserves the right to review and cancel a need-based tuition assistance award at any time because of changes in family financial resources, failure to pay any outstanding tuition amounts, or the student's failure to remain in good standing at the school, whether academic or disciplinary.

Parent's Responsibility

It is the parent's responsibility to:

1. Complete all FAST application materials accurately and to submit them in a timely manner. Inaccuracies can result in delays in consideration for tuition assistance. Intentional misreporting of information on applications may require that funds be paid back to the school.
2. Understand and comply with the conditions under which need-based assistance is offered.
3. Pay any portions of the tuition bill not covered by tuition assistance.
4. Notify the school office of any changes in the family's financial status.
5. Monitor student(s) progress during the school year to ensure continued eligibility for tuition.

Applying for Tuition Assistance

The FAST service provides HCS a need-based analysis, which requires pertinent data on the parents' income, expenses, assets, and liabilities. The online application process is self-guided. You can partially complete an application and go back to it another time, if you don't want to complete the application in one sitting.

On the application, please use your name as it appears on your tax return.

There will be a link on our website, hcscolby.org. Please click on the link to start or resume your FAST application.

If you have any questions about the application process, please call the FAST Call Center at 1-877-326-FAST (3278), open 24/7. The non-refundable application fee is \$41, payable by Visa, MasterCard, or American Express. The application fee will be billed to your credit card under the name of "Independent School Management", the company which provides the FAST application service.

As part of the application process, you will be required to mail tax documents to ISM for income verification purposes. You will send ISM a copy of your IRS form 1040 for the most recent tax year just prior to the year of enrollment. For example, a family submitting a FAST application for enrollment during the 2016-2017 school year must submit their filed 2015 federal tax return. After completing the application, please mail copies of your tax documents to the address below.

Please do not send any originals, and do not fax or e-mail the tax information.

FAST Processing
1316 N. Union St.
Wilmington, DE 19806