

WASHINGTON CHRISTIAN ACADEMY

reverent, adventurous, academically serious

Tuition Assistance Information

2012 - 2013

Philosophy

Providing a Christian education for children is a privilege and an opportunity. Some families, however, need help in order to avail themselves of that opportunity. As a family seeks to provide such an education, it can draw upon three sources of funding:

1. Its own financial contribution.
2. Outside sources of funding, such as family, friends, trust funds, churches, etc.
3. Tuition assistance from the school.

It is the family's responsibility to cover the cost of the Christian education of its children and every family has the responsibility to contribute as much as it can, even to the point of sacrifice. Sacrificing does not mean compromising a family's ability to make ends meet or fulfill its already existing financial commitments. Using available resources, WCA is committed to helping families. The school has a long history of assisting families and it remains committed to maintaining its heritage of cultural, ethnic, and economic diversity.

Process

1. Refer to "How to Apply for Tuition Assistance" on the next page.
2. All Tuition Assistance submissions must be done in conjunction with the reenrollment process for existing families or with the admission process for families applying for admission to Washington Christian Academy
3. WCA uses the standardized calculation from School and Student Services (SSS) as a **starting point** to help make fair and objective tuition assistance decisions for each family.
4. If you wish to provide additional information or make known special family circumstances, please submit a letter to WCA, attn: Tuition Assistance Committee after you complete your Parent Financial Statement (PFS) at SSS.
5. After WCA receives the calculation from SSS and, if any, additional information from you, the Tuition Assistance Committee will review all of the documentation. Using the SSS calculation as a baseline, the Committee will make an award by also taking into consideration:
 - WCA's total Tuition Assistance budget
 - other information collected
 - our policies and priorities
 - the needs of our entire applicant pool**Please understand that WCA may not be able to meet the level of need shown on the SSS Family Report.**
6. Families will be notified of the award by letter.
7. Your award may be adjusted if your reported estimated amounts vary from the actual amounts on the 2011 tax return. WCA will notify you if this happens.

Please note:

The Tuition Assistance process is part of the reenrollment and admission processes and must be completed for your reenrollment or enrollment to be finalized.

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How to Apply for Tuition Assistance

2012 – 2013

1. Go to <http://sss.nais.org/parents> (Becomes available November 1, 2011)
2. Click on the green circle, “Apply Now”, to apply for Financial Aid and begin your Parents Financial Statement (PFS). If you had an account last year, you may use your email and password from last year. If you have not applied before, you will need to click on the green box, “Create an Account”. The school number is **1719**.
3. If actual amounts are not known, please use good faith estimates. Make sure you complete all questions, give explanations when necessary and pay the \$37 fee.
4. Please refer to the chart below for the required documents. You can upload your documents directly into your account when you complete your application. Or, you can mail them to SSS at the following address:

Regular Mail	Overnight Mail
SSS by NAIS Application Processing Center PO Box 449 Randolph, MA 02368-0449	SSS by NAIS Application Processing Center 437 Turnpike Street Canton, MA 02021

5. Please refer to the chart below by submission date for the documents you will need to submit when you complete your PFS on line:

Date PFS submitted	Required Documents and Due Dates
Before February 6, 2012	<ul style="list-style-type: none"> • Upload or send your most recent tax return (2010 or 2011) with all schedules and forms to SSS when you submit your PFS on-line • Upload or send your W-2 to SSS by February 6, 2012
Between February 6, 2012 and April 15, 2012	<ul style="list-style-type: none"> • Upload or send your W-2 to SSS when you submit your PFS on-line • Upload or send your most recent tax return (2010 or 2011) to SSS when you submit your PFS on-line • If you submitted your 2010 tax return in the item above, upload or send your 2011 tax return with all schedules and forms to SSS when completed but no later than April 15, 2012
After April 15, 2012	<ul style="list-style-type: none"> • Upload or send your W-2 to SSS when you submit your PFS on-line • Upload or send your 2011 tax return with all schedules and forms to SSS when you submit your PFS on-line

6. By signing the PFS electronically, parents indicate that they have filled out the PFS with the best available information and agree to inform WCA of any changes in their financial situation.