

**St. Luke's Episcopal School
Financial Assistance
2010-2011**

The Board of Trustees of St. Luke's Episcopal School (SLES) has set a goal each year to offer financial assistance to qualified students. SLES financial assistance is a need based program.

Which students are eligible to apply for financial assistance?

Only students in kindergarten through eighth grade will be eligible for financial assistance. A student must be accepted to SLES and have returned their signed enrollment contract before financial assistance may be awarded.

When can I submit my information for financial assistance?

Applications for financial assistance are available online starting December 1, 2009. Deadline for online submission to FACTS will coincide with current family's re-enrollment contract due date (February 19, 2010) or a new family's contract due date.

How do I apply for financial assistance?

Parents requesting financial assistance must submit their financial information online directly to FACTS at www.factstuitionaid.com. Applications for admission and for financial assistance are two separate processes and must be completed separately. Admission to SLES does not guarantee financial assistance. FACTS will notify SLES upon receipt of your financial assistance application.

What documentation does FACTS require?

- Copies of your 2008 OR 2009 IRS Form 1040, 1040A or 1040EZ
- Copies of all 2009 W-2 Wage and Tax Statements (note if applying before you receive all 2009 W-2's), you will need to submit them as soon as they become available in order to complete your file
- A non-refundable application fee of \$25 paid directly to FACTS

If I make \$ XX, XXX, per year in income, do I qualify?

There is no set income level to qualify for financial assistance. Each family's situation is unique.

If I am divorced or separated, do both parents need to supply documentation to FACTS?

Yes, both parents (custodial and non-custodial) must complete the application process with FACTS.

If my spouse does not work, will FACTS assign potential income to our application?

For purposes of calculating financial assistance, an income of \$10,000 will be imputed to any non-working parent without a child under age five.

Do I need to apply for financial assistance each year?

Yes. Financial assistance is for one school year; therefore, recipients must reapply each year. SLES's decision as to financial assistance in one year does not bind its future decisions as to the award of financial assistance or, should such be made, the amount.

When will I know how much assistance I will be awarded?

Awards will be made beginning mid March 2010 to new and re-enrolled students, with a signed enrollment contract for 2010-2011 on file. All financial obligations to SLES must be current.

What if my award of financial assistance is not sufficient for my needs?

Any applicant who feels that their circumstances are exceptional and warrant further consideration, should submit a written statement outlining their reasons to the Financial Assistance Committee, C/O The Business Office, St. Luke's Episcopal School. If the amount awarded is insufficient to meet the parent's financial needs, the parents will be released of their contractual obligations, and the student will be withdrawn from that academic year. This decision must be communicated in writing to the Business Office by 4:00pm on the award due date. The Financial Assistance award due date is specified in the award letter. The enrollment deposit will also be returned. If parent does not respond by 4:00 pm on the award due date and they subsequently decide to withdraw, they will forfeit the enrollment deposit.

If I receive assistance, will I be required to complete service hours to SLES?

Each family that is awarded assistance is encouraged to provide 10 service hours to SLES per academic year to help support the school's mission.