

Tuition Assistance Instructions

Tuition Assistance (TA) is a need-based program provided to help qualifying families with the expense of school tuition.*

Families interested in applying for assistance should visit the school's website and review the information about the program. Go to www.shepherdvalley.org and look under *Admissions*, then *Tuition and Assistance*. Included in this section are the *Social Standards* established by the community for the program. All families interested in applying for grants are required to familiarize themselves with these standards prior to applying for TA.

Complete and return the school Education Contract

- On the TA credit line, write “*pending*” in pencil

Complete an application through FACTS

- Go to <https://online.factsmgt.com/Grant/App/Apply.aspx?tk=3JMTL>
- Agree to pay the non-refundable processing fee (via credit card)
- Complete the application forms (there are step-by-step instructions to follow).
- Mail your 2011 tax returns to FACTS at the address shown on the FACTS web site. If you are self employed, you must also mail your entire sole proprietorship/partnership/LLC/S-Corp tax return including Balance Sheet and Profit/Loss to FACTS.

Applicants who have extenuating circumstances that may not be apparent in the FACTS application are encouraged to submit a personal letter to the TA Committee describing their circumstances.

Families whose parents are separated can file either a combined application which includes the information for both parents, or separate applications showing each parent's own information. Divorced parents should each file separate applications.

The application deadline for the 2012-13 school year is February 17th. Applications received by this deadline will be prioritized, with grant decisions mailed by March 2nd. Anyone with an incomplete TA application will be given the opportunity to complete their paperwork by March 16th. Notification of these grants will go out by March 30th.

To accept an award, families must visit the Shepherd Valley office within two weeks and initial acceptance on the Education Contract. Your child's spot in the class will be held until two weeks after the award notification.

Families wishing to appeal their grant decision need to contact the TA Committee in writing, describing their situation and the reasons for their appeal.

*Please note that Extended Care Program fees are eligible for tuition assistance for those families contracting for 5-Day Pre-K/Kindergarten with Afternoon Care.