

Northshore Christian Academy

A Ministry of Northshore Christian Church

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TO: Financial Aid Applicants

FROM: Northshore Christian Academy (NCA) Financial Aid Committee

RE: 2018-2019 Financial Aid Qualifications, Application Steps and Policies

QUALIFICATIONS

1. Because of NCA's commitment to families that have demonstrated the desire for Christian education, **only returning families who have paid all fees and tuition due are eligible for financial aid.** In extraordinary circumstances, as determined by the Financial Aid Committee or School Board, NCA reserves the right to grant financial aid awards on a case by case basis.
2. Parents must demonstrate an understanding of and desire for Christian education.
3. **Financial aid is not available for:**
 - application or registration fees
 - toddler, preschool, pre-kindergarten or half-day kindergarten
 - AM/PM care or any other non-tuition fees or costs
4. Only full-day Kindergarten through 8th grade tuition is eligible for consideration.
5. Financial aid can only be offered if space is available in the requested grade(s).

APPLICATION STEPS

Financial Aid Application Deadline is April 30, 2018

1. Review Financial Aid qualifications and policies.
2. Register your children. Registration paperwork must be submitted and all registration fees and tuition due must be paid before financial aid will be considered.
3. Complete the online Financial Aid for School Tuition (**FAST**) application. The online portal to **FAST** and instructions for completing your online application are located on NCA's web site.
4. Submit your online application to **FAST** by **April 30, 2018**.
5. **INCOMPLETE APPLICATIONS OR APPLICATIONS SUBMITTED AFTER APRIL 30, 2018 MAY NOT BE ACCEPTED.**
6. Applications will be confidentially reviewed by **FAST**.
7. **FAST** will forward a recommendation to the NCA Financial Aid Committee.
8. The NCA Financial Aid Committee will evaluate the **FAST** recommendations and make final determinations.
9. Applicants will be notified of their awards by letter prior to June 30, 2018.
10. Financial Aid awards will be credited to your tuition account for the school which you have been awarded Financial Aid. You must apply every year for Financial Aid. Financial Aid awards are for one school year only.

FINANCIAL AID POLICIES

1. The school's Financial Aid Committee, School Board and the hired firm of **Financial Aid for School Tuition (FAST)** are the sole decision makers for all financial aid requests.
2. The NCA Financial Aid Committee, a subcommittee of the NCA School Board, will evaluate the recommendations made by **FAST**. Information provided to **FAST** and NCA will remain confidential.
3. Financial aid may be terminated at any time, by decision of the Financial Aid Committee, with 10 days notice.

4. Financial Aid may be withdrawn for reasons noted in the general policies or as may be indicated in the initial Financial Aid grant. Falsifying or misrepresenting your financial information in the financial aid process will result in all financial aid for the year being revoked.
5. In cases where the applicant is divorced, normally the income (gross income, alimony, child support, rental income, other income) of both parents will be considered in the committee's review if parents have joint custody. If a custodial parent has remarried, the income of the step-parent will be included in the committee's review. If someone else is financially responsible for the student, that person should complete the aid application and explain his/her relationship to the student.
6. Parents are expected to try to pay more toward their children's tuition if their financial situation improves during the year, so that additional needy families may be helped. Parents are expected to notify the school when financial conditions change during the year.
7. Financial Aid awards are granted one year at a time, with a mid-year review. Financial Aid awards are not transferable and do not carry over to the following school year.
8. Financial Aid applications must be re-submitted annually. Financial aid awards are for one school year only.
9. All tuition and fee balances owed by the applicant prior to filling for Financial Aid **must be paid in full** in order for a new application to be considered.
10. Once Financial Aid is granted, it is only continued as long the family receiving aid keeps their tuition account current.
11. Financial Aid is not considered for toddlers, preschool, PK or half-day kindergarten, even if the PK or half-day kindergarten student has an older sibling. Only full-day kindergarten through 8th grade student tuition is eligible for financial aid.
12. Students receiving Financial Aid must maintain a "C" or better average. Students who fall below this level will be removed from Financial Aid, as of the last day of the month following issuance of the report card.
13. Continuing good behavior by the student both in and out of school is required, or the remainder of the Financial Aid award may be withdrawn upon written notice.
14. If a student withdraws from Northshore Christian Academy during the school year, or is expelled, all unused portions of the Financial Aid shall be retained by the Financial Aid Fund. Parents must demonstrate, on a continuing basis, a cooperative attitude toward the school administration and staff, or the remainder of the aid award may be withdrawn from their children upon written notice.
15. **NCA strongly recommends that every parent give 20 hours of volunteer help for the school.** Financial Aid recipients are expected to **actively seek** volunteer opportunities and not wait to be called and asked to volunteer. **The PTF Auction is your first priority for volunteering.** A portion of auction monies go directly to the general budget that funds Financial Aid. Volunteer opportunities can be found by reading the Navigator Notes, web page, or contacting the school office. In addition to the auction, PTF volunteer opportunities include, but are not limited to: Walk-a-Thon, Teacher Appreciation Lunches, Popcorn Fridays, Thrilling Thursdays, Labels for Education, etc. A full list of volunteer opportunities is on the PTF page of the NCA web page.) Recipients may also contact teachers regarding classroom volunteer needs. The Facilities Department has projects available such as grounds/yard work, setting up for events or janitorial. Recipients may also be called and asked to volunteer on projects such as mailings or for special events/activities.
16. After being accepted for Financial Aid, families will have one week to accept or decline the offer, in writing.
17. After receiving Financial Aid approval or denial notification, any family who chooses to withdraw from enrollment may do so within one week of receiving their Financial Aid notification. They may request and receive a full refund of all registration and application fees. To receive a refund, a formal request must be made in writing within one week of Financial Aid notification and submitted to the Admissions Department.
18. Financial Aid awards are, hopefully, reduced over time and not intended to carry enrollment over the entire time the family is at NCA.