

NEW COVENANT ACADEMY  
3304 S. Cox Road, Springfield, MO 65807  
417-887-9848

**TUITION ASSISTANCE PROGRAM PROCEDURES 2023-2024**

We recognize that it may be a challenge for families to pay full tuition and Books and Supplies Fee at New Covenant Academy. The purpose of Tuition Assistance Program (TAP) is to assist and offer need based financial assistance to qualifying families. Household income and family assets will be taken into consideration. Please note that household income includes the adjusted gross income reported on your tax return, child support, social security, housing allowances and cash gifts. If an outside source will be paying your tuition, this may be taken into consideration when awarding tuition assistance.

Those applying for TAP must meet academic, citizenship and spiritual qualifications for admission. Continued assistance in subsequent years is contingent upon financial need, satisfactory student performance in all areas, parent support of the school and the amount of TAP funding available.

FACTS Grant & Aid Assessment conducts our tuition assistance analysis. Applicants are required to apply online. The link can be found on our website at the bottom of the page of the Admissions “Tuition and Fees” tab or on the Admissions Process tab. The following steps are required not only for FACTS to process your application, but also to avoid a reduced or forfeited assistance award:

- **Returning families must apply to FACTS by March 1 and submit supporting documentation to FACTS by April 15.**
- **New families who have applied for admission prior to March 1 must meet the same criteria as above for returning families.**
- **New families who apply for admission after March 1 must apply and submit supporting documentation to FACTS within 7 days of applying for admission.**

1. Create an account with FACTS Grant & Aid.
2. Complete online application which requires a \$35 non-refundable application fee per household. Once submitted, you will receive a Confirmation Letter email.
3. Upload your previous year’s 1040 US Individual Income Tax Return including all supporting tax schedules. Required forms and schedules (if applicable) include but are not limited to: Dependent Statement, Schedules 1-5, Schedule C, E, F, K-1(1065), K-1 (1120S), Form 4562, 1065, 1120S, 8825, and 1041.
4. Upload copies of your previous year’s W-2 form for both you and your spouse.
5. Upload copies of supporting documentation for Social Security Income, Welfare, Child Support Food Stamps and Workers’ Compensation.
6. After submitting the required tax forms, you will receive a Receipt of Supporting Documents email.
7. If you receive an Unresolved Issues email, you must read the email, go to your application, and provide the requested documentation. Receipt of Supporting Documents email will be sent after this information is successfully submitted.

8. We recommend you monitor your application until the status changes from Incomplete to Complete.

Questions regarding the application process should be directed to FACTS Customer Care toll free at 1-866-315-9262. **All supporting documents must be completed electronically and uploaded. FACTS will not accept faxed or mailed documents.**

If an interview is required you will be contacted. If additional information is needed, it will be posted on your FACTS Grant and Aid account, and you will be contacted via email from FACTS. It is each family's responsibility to monitor their account until the account is complete or verified. The TAP Committee will determine awards by May 15, and notification from FACTS will be emailed advising you that the award decision has been posted on your FACTS Grant and Aid account. You must log into your account to accept or decline this award by the date indicated.

### **General Information Regarding Scholarship:**

1. The confidential decisions of the TAP Committee will be prayerfully made, with due consideration given to any extenuating circumstances. The decisions of the Committee are final and binding, unless additional new information is provided directly to the Committee.
2. Assistance is typically not more than 40% of the total tuition, books and supplies fee.
3. Students currently enrolled in the school must *first* be offered re-enrollment and must be *enrolled* before the TAP application will be considered.
4. Tuition assistance is not offered for students in Jr. Kindergarten.
5. In cases where attendance is dependent on receiving assistance, TAP is not awarded, or the assistance does not meet the needs of the applicant, the enrollment fee will be refunded if the student is officially withdrawn seven (7) days after the date of notification by FACTS. If the student is not officially withdrawn by June 1, first semester tuition will be due and payable. **Tuition Policy:** Students that withdraw after June 1 will be required to pay tuition for the first semester, unless it is for a move of more than 25 miles from the Academy before school starts. Students that attend any part of a semester will be required to pay for the entire semester's tuition, PIP hours, and yearly Book and Supply Fee. Withdrawal is not complete and official until the online withdrawal form is received in the admissions office.
6. If an applicant's income increases significantly during the school year, the Academy must be informed, and an adjustment may be made to the award.

If you have any questions regarding the procedures, confidentiality or awarding of the TAP, please contact the Chief Financial Officer at 417-887-9848 extension 2103.