

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

**PROCEDURES FOR APPLYING FOR TUITION ASSISTANCE PROGRAM**

We recognize that it may be a challenge for many families to pay full tuition and Books and Supplies Fee at New Covenant Academy. Our Tuition Assistance Program (TAP) offers a reduction of these items based primarily upon household income, which is identified as the adjusted gross income on your tax return as well as any other non-taxable income such as child support, social security, housing allowances and cash gifts. If your tuition and Books and Supplies Fee charge is more than 10-15% of your household income, you may qualify for TAP based on the amount of your total household income.

The purpose of TAP is to assist families who meet the above listed guidelines and have no other resource for helping to meet their tuition and Book and Supplies Fee. These other resources may include, but are not limited to: family, friends, church, employer or significant assets. If an outside source will be paying your tuition, this may be taken into consideration when awarding tuition assistance. The Board and administration must be fiscally responsible and accountable to the entire New Covenant Academy (NCA) student body and families.

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 March 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.
2. Complete online application which requires a \$30 non-refundable application fee per household. Once submitted, you will receive a Confirmation Letter email.
3. Upload, mail or fax copies of your previous year’s income tax form including all supporting tax schedules. If your 1040 includes an amount in the following lines, please submit the Schedule listed:
  - a. Line 12 Business: Schedule C or C EZ,
  - b. Line 17: Schedule E Pages 1-2; in addition i) Partnership: Form 1065, K1 1065, 8825; ii) S-Corporation: Form 1120 S, K1 1120 S, 8825; iii) Realty Trust: Form 1041, K1 1041
  - c. Line 18 Farm: Schedule F, Form 4562
4. Upload, mail or fax copies of your previous year’s W-2 form for both you and your spouse.

5. **Upload, mail or fax 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. You will receive a Receipt of Supporting Documents email 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 1-866-441-4637 ext 2 from 7:30 am to 7:00 pm Monday-Thursday and 7:30 am – 5:00 pm Friday CST. The fax number is 866-315-9264, and the address is FACTS Grant & Aid Assessment, PO Box 82524, Lincoln, NE 68501-2524.

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. Current families will be given first consideration for assistance.
4. In general, assistance will only be offered to new students for grades/classes in which the maximum class guidelines have not been reached and/or are not projected to be reached. 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 ext 406.