

## Tuition Assistance Timeline & Checklist

### TIMELINE

#### ***For returning students:***

- Completed Enrollment Contract(s) (including initialed the box in the Tuition Assistance area making the contract(s) contingent upon acceptance of a Tuition Assistance award), Tuition Assistance Application and all other required documents (see Checklist below) must be submitted to the Front Office at the Lower or High School no later than April 15, 2010.
- Tuition Assistance Committee meetings will be held throughout the process with the final meeting taking place within a week of the April 15<sup>th</sup> application deadline.
- Award letters will be mailed following the final committee meeting.
- Families must respond to the notice of award within 10 business days.

#### ***For newly enrolled students:***

- Families must submit the completed Enrollment Contract(s) (including initialed the box in the Tuition Assistance area making the contract(s) contingent upon acceptance of a Tuition Assistance award), Enrollment Deposit, Tuition Assistance Application and all other documents (see Checklist below) to the Front Office of the Lower or High School within 10 business days of receiving the Enrollment Contract.

#### ***Reminder***

*Families must reapply each year for tuition assistance. Applications for tuition assistance are available from the Front Office of each location and on the school website. All applications will be considered in the order they are received. Late applications will no longer be considered.*

### CHECKLIST

#### ***The following documentation must be submitted to the Business Manager for applications to be considered:***

- Completed Enrollment Contract(s) (including initialed the box in the Tuition Assistance area making the contract(s) contingent upon acceptance of a Tuition Assistance award)
- Application(s) for tuition assistance
- Most recent IRS Form 1040 for each parent, Prior year taxes can only be considered if you provide a copy of your extension along with your W-2(s) and 1099(s), Include ALL pages
- If parent/s is/are self-employed, all tax Schedules and Forms filed to the IRS
- A copy of legal judgment if divorced and one is excused from or required to pay tuition if applicable to your family
- A copy of child support documentation if applicable to your family
- (New students only): Enrollment Deposit, check payable to RSSAA

Please note – incomplete applications will be returned and cannot be considered until all questions and all information have been provided. Information supplied for committee review will be held in secure storage and destroyed once it is no longer necessary for our files.