



## Calvary Academy

### Application Procedures for Financial Assistance

Financial aid forms are available in the following convenient ways:

1. Print the FA application in PDF form at our website: [www.caspringfield.org/about/enrollment/09-10 Financial Aid Form](http://www.caspringfield.org/about/enrollment/09-10/Financial%20Aid%20Form). This form can be printed and completed manually. Return the completed form to the Academy office.
2. If you have access to Excel, email me at [lbirch@calvaryspringfield.org](mailto:lbirch@calvaryspringfield.org), and we will send a version that can be completed electronically. *(Don't forget to type "ok@1730W" in the body of your email to ensure getting past our thorough spam busters!)*
3. Call us at 546-9700, x244, and we'll mail your form to you.
4. Stop by the Academy office and pick one up!

Be sure to complete the form entirely making sure the figures are monthly revenue after taxes and monthly expenses. Example: If you pay car insurance quarterly remember to divide that figure by 3 to determine your monthly expense.

A copy of your most current Federal tax return must be submitted with the application or it cannot be processed.

The goal of Calvary Academy's financial assistance program is to help families who are experiencing a temporary crisis. Due to limited resources, the maximum grant offered will not exceed 40% of the total tuition amount.

In an effort to further assist families, the Academy offers many additional programs empowering families to help themselves. Parent Involvement hours (PIP time) can reduce your tuition by \$200 each year once 20 hours are completed. Attendance at 2 parent meetings will earn a credit of \$50 per meeting. The annual Walk-a-thon, magazine sale and candy sale offers limitless opportunities to earn credit directly on your tuition account. Cases of one dollar candy bars are available at the Academy 12 months a year. 40% of the sale of each bar is applied to your tuition account. If granted financial assistance, the record of your support of these opportunities to further assist yourself will be evaluated quarterly by the committee.

On occasion, the Academy may have an event where the proceeds are designed toward funding the financial assistance program. You will be contacted to assist with these projects.

Financial aid is another dimension of Calvary Academy's strong commitment to Parent Partnership. We welcome any additional ideas you may have to support the continuation of this program.

Upon completion of the application, please submit it and a copy of your most recent Federal tax return to the Academy office. The finance committee will review the application at their next scheduled meeting. Once they have determined your need for assistance and means for meeting the tuition requirements, you will be contacted by the Academy's business office with their findings.