

## **APPLYING FOR FINANCIAL AID**

Chartwell School and The New High School Project have partnered with Financial Aid for School Tuition (FAST), an online application service that provides independent schools with the ability to screen, review and process financial aid applications with increased efficiency and security. New and returning families interested in applying for financial assistance should access the FAST website through our Chartwell ([www.chartwell.org](http://www.chartwell.org)) and The New High School ([www.thenewhighschoolproject.org](http://www.thenewhighschoolproject.org)) websites. A processing fee of \$36 will apply for each application submitted, which is due at the time of submission. All requested items must be received by FAST in order for the application to be deemed complete and ready for review. Therefore, all materials relating to the financial aid application (W2, tax returns, etc) are to be mailed to FAST directly.

### **Who Should Apply**

Any family that is able to demonstrate financial need and who is pursuing financial aid assistance for the K-8 program, high school, summer program, or special services can apply for financial aid. Financial need is determined by the information included in your financial aid application, two years of tax returns and any other supporting documentation that may be requested. The general profile of a Chartwell Financial Aid family is one that has a combined household income of \$75,000 or less and has two or more dependents in the household.

### **Continuing Students**

Awards are granted on an annual basis and, therefore, do not roll over from one academic year to the next. Returning students must have their families re-apply each year, meeting the deadlines and standards of documentation necessary for the review. Because of the varying resources of the school and of the applicant, and the changing composition of the applicant pool, awards vary from year to year.

### **New Students**

Families of students new to Chartwell or The New High School Project may apply for assistance once they have submitted an Admission Application along with the application fee. Financial Aid applications for prospective students are reviewed after the Head of School has reviewed and screened the admission paperwork of the prospective student.

**January 17, 2012: FAST Online Opens**  
**Reference**  
**[www.chartwell.org](http://www.chartwell.org)**  
**[www.thenewhighschoolproject.org](http://www.thenewhighschoolproject.org)**  
**for the FAST link**

# CHARTWELL SCHOOL FINANCIAL AID ASSISTANCE PROGRAM

## GENERAL OVERVIEW

The purpose of this document is to outline Chartwell School's philosophy, policies and procedures for granting financial aid for our education programs and/or services at the school.

### **Our Philosophy**

Chartwell School is firmly committed to serving a socio-economically diverse community. Chartwell aims to retain and attract families who embrace the school's overall mission and want their children to acquire an education that is specifically tailored to them, and one that will provide their children with the academic skills, confidence, creativity and perseverance necessary to meet the challenges of mainstream education and lifelong learning. As part of that commitment, the school offers a Financial Aid (FA) program for qualifying families who would otherwise be unable to attend Chartwell School or consider the school as an option for their children.

An education at an independent school requires a financial commitment that can be a challenge for some families. At Chartwell, families are expected to give their children's education a very high priority in their financial planning, therefore all families are expected to make contribution towards tuition. We realize, however, that some families will require financial assistance, and we offer our FA Program to those families.

### **Who Should Apply**

Any family that is able to demonstrate financial need and who is pursuing FA assistance for the K-8 program, high school, summer program, lunch program or special services can apply for financial aid. Financial need is determined by the information included in your financial aid application, two years of tax returns and any other supporting documentation which may be requested. The general profile of an FA family is one that has a combined household income of \$75,000, houses more than two children generally is awarded no more than a 40% tuition discount through financial aid assistance.

### **Continuing Students**

Awards are granted on an annual basis and, therefore, do not roll over from one academic year to the next. Returning student applicants must re-apply each year, meet the deadlines and standards of documentation, as must first-time applicants. Because of the varying resources of the school and of the applicant, and the changing composition of the applicant pool, awards vary from year to year.

### **New Students**

Families of students new to Chartwell may apply for FA Assistance once they have submitted an enrollment application with the application fee.

### **Review Process**

Chartwell School grants FA assistance solely based on financial need, and the school's ability to fund the program. An applicant's "financial need" is determined by the school's FA review process. The first level of review is through the submission of your online financial aid application. Once this is processed your application is then forwarded to the Financial Aid committee for further review. The FA committee is comprised of three members that are independent of the school whom are able to review and adequately determine financial need. The financial aid committee will review the application and attachments to recommend an award. Once Financial Aid is granted, it may not be amended without the approval of the Financial Aid Committee. All financial information disclosed on this application and verified by the accompanying tax reports and attachments will be held in the strictest confidence. Information provided to the school will not be accessed by any other entity that is a part of or associated with the school. It will not be used for any other purpose other than to determine the level of assistance needed for educational services at Chartwell School. Families are encouraged to submit their applications as early as possible so

their applications are reviewed in the first round (late March), as awards are allocated on a first come first served basis.

### **Priorities**

Subject to the availability of funding, Chartwell gives preference to timely applications for assistance in the following order:

1. Returning students already receiving FA assistance,
2. Returning students applying for aid for the first time,
3. New students that demonstrate a diverse background, are in the admission process and are formally diagnosed with specific learning challenges,
4. Other new students that are in the admission process and are formally diagnosed with specific learning challenges.

Applications received after deadlines are considered as their evaluation is completed.

### **Applying for Financial Aid**

Chartwell School has partnered with Financial Aid for School Tuition (**FAST**), an online application service which provides independent schools with initial screening of applicants. This service is responsive to the demographics associated with our region and provides a secure process for the submission of financial information. You will be provided a link to access the secure site as well as an address to mail the required supporting documentation. There is a \$36 processing fee per application.

Once **FAST** is able to verify your information, the application will be forwarded to the school where it will go through a committee review. You will be notified in writing by the school of the results and recommendations of the Financial Aid committee.

### **Financial Emergency**

If a family experiences a major change to its financial position that makes payment of agreed tuition a significant hardship, we ask that you write to the Tuition Assistance Committee explaining your need for assistance, how much you need and your proposed payment plan. The Committee will review the request and make an emergency award of assistance only if a compelling case has been made and if there are funds available in the School's budget to do so. In an emergency, do not delay. We can only offer help if you communicate your need and if the funds are available.

## FINANCIAL AID (FA) POLICIES

1. Only fully completed applications (including supporting documentation) will be reviewed for FA. FA is granted on a priority basis to families that have submitted completed applications by the deadline.
2. Chartwell must confirm placement is appropriate for the student before the FA application is reviewed. Therefore, a student must already be enrolled or in the admission process in order to be considered for FA.
3. Applying for FA does not confirm or guarantee enrollment in Chartwell's academic programs.
4. Awards are given to individual students and are not transferable to siblings or other students.
5. Before accepting an award, a family must judge whether the award is adequate and that they can pay the balance of tuition and other charges when due.
6. FA families are financially committed to paying tuition regardless of the student's attendance in the program, use of services or ability to finish the program. The tuition expense is not diminished nor refunded if the student departs (withdrawn or expelled) during the course of year, as the obligation to pay the tuition is final and unconditional once enrollment is confirmed in the signed Enrollment & Payment Agreement.
7. FA families that disenroll their children mid-year may have their FA award nullified and thereby obligated to pay for the full tuition fee.
8. Families must submit a signed Enrollment & Payment Agreements and signed Financial Aid Policy form to the Business Office to confirm their acceptance of their award. The School cannot hold awards for families that do not return the signed documents by the specified due date.
9. The FA Committee will monitor parents/guardians performance in meeting their tuition payment schedules. Accounts more than 30 days past due will not be considered for FA assistance until the account is current or paid in full.
10. Financial Aid monies will be credited to your child's account proportionate to actual payments made as scheduled in the payment plan.
11. All tuition accounts from prior years must be paid in full, prior to the start of the first day of instruction, before the new financial aid award will be credited to the account.
12. The committee has the authority to rescind all remaining financial aid monies, nullify an FA award, implement financial contingencies and/or permanently deny FA assistance if continual financial delinquency is exhibited at any time during the student's enrollment.
13. If deemed necessary, the Financial Aid Committee may establish FA award contingencies such as Tuition Refund Insurance, full pay down of tuition, cash payments, or a set payment plan.
14. Financial Aid is granted with the understanding that at least one parent/guardian shall endeavor to volunteer a minimum of 30 hours of assistance in the preparation and/or implementation of a Chartwell School sponsored activity. Failure to fulfill this request may jeopardize consideration for future assistance.
15. All financial aid recipients are required to take advantage of the Medical Tax deduction for tuition as is allowable by IRS tax code Reg. 1.213-1(e) (1) (v) (a), Rev Rul. 78-340,1978-2 C.B. 124.
16. In a two-parent household, generally, both parents must be employed in order to qualify for FA.

17. In the case of divorce or shared custody:
  - a. Both custodial parents must apply for FA by submitting individual applications for review.
  - b. If a parent has remarried, the income and assets of the step-parent shall be considered, bearing in mind the obligations that individual might have to his or her own children.
  - c. Both parents/guardians are expected to make financial contribution towards their tuition.
  - d. It is the responsibility of both parents/guardians to determine who will be responsible for what portion of the tuition balance as the school only issues one financial aid award and does not provide split billing. If the parents are on non-speaking terms then it is up to the parents to seek counsel to mediate and negotiate payment terms outside of the school.
  - e. If a parent is not fulfilling Child Support obligations then it must be demonstrated that steps by the other parent are being taken to pursue future child-support payments.
18. Individuals assuming custodial responsibility of the student **must** sign the Acknowledgment of Enrollment Obligations in the Enrollment and Payment Agreement prior to allocation of the FA award.
19. Individuals assuming financial responsibility for the student's tuition **must** sign the Parent/Guardian Assuming Financial Responsibility section of the Enrollment and Payment Agreement prior to allocation of the FA award.
20. All individuals assuming financial responsibility for a student will receive a bill for the full amount owed. The school does not offer split billing or track payments from each individual parent/financial guardian. The school expects parents/financial guardians will manage, coordinate and monitor each other's success toward meeting the tuition payments on time. If any one party defaults on a payment then all parties will receive a default notice.
21. The school will only disclose financial and enrollment matters with the parents/guardians that have signed the Enrollment & Payment Agreement.
22. It is also recommended that at least one parent/guardian of a Financial Aid recipient attend no less than three Parent Information workshops offered through Chartwell School each year.
23. Chartwell School will shred and destroy any tax returns associated with the financial aid applications after student is no longer enrolled.
24. Chartwell School does not discriminate against students of any race, religion, national origin or gender in the administration of its educational policies, admission policies, financial aid program or other school administered programs.
25. Qualified FA applicants whom the budget is unable to support will be placed on a FA waiting list. If and to the extent funds become available, the FA committee will distribute grants according to the current enrollment needs of the school.

The signatures below indicate that this document has been read and understood by the signing parties.

Signature: Parent/Guardian	Date	Signature: Parent/Guardian	Date
Signature: Parent/Guardian	Date	Signature: Parent/Guardian	Date

## FINANCIAL AID APPLICATION CHECKLIST

### Household Information

- Year-end statement from your mortgage holder
- Bank statements
- Brokerage statements
- Insurance costs for home, life, auto, and health
- Utility information
- Medical records and expenses
- Retirement account information

***Please note - The items listed above DO NOT need to be forwarded to FAST, but may be needed in order to complete your FAST application.***

### IRS Forms (to be mailed to FAST)

- W-2 Wage and Tax statements
- Most recent Federal 1040 or 1040A
- Copies of all supporting tax schedules
- Business - Schedule C or C-EZ (1040)
- Farm - Schedule F (Form 1040)
- Rental Property - Schedule E (Form 1040)
- LLC - Schedule E, Form 1120S, and Schedule K-1
- S Corporation - Schedule E, Form 1120S, and Schedule K-1
- Partnership - Schedule E, Form 1120S, and Schedule K-1
- Trusts - Schedule K-1

***Please note - As you get to the end of your FAST application, you will be directed to the Tax Wizard which will populate the IRS forms needed to forward to FAST (based on how you answered questions in the application). Your individualized list may or may not include each item listed above.***

### Also Include (to be mailed to FAST)

- Most current Pay Stub(s) or current Profit and Loss statement
- Completed Volunteer Commitment Form
- Signed Financial Aid Policy

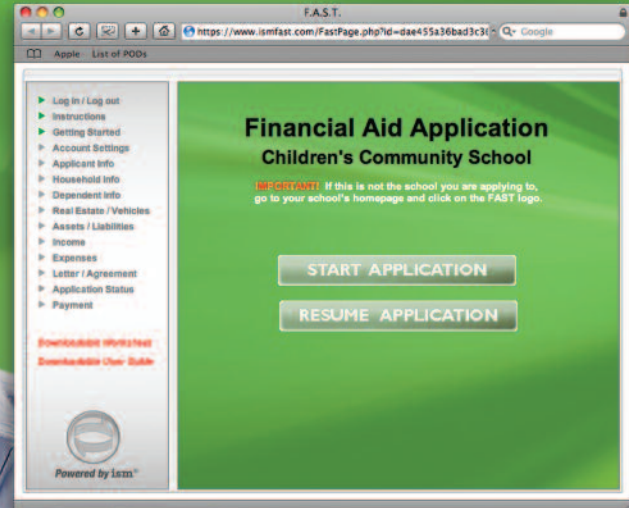
**\*\*Forms can be downloaded from Chartwell's web site: [www.chartwell.org/chartwell/tuition?page=tuition](http://www.chartwell.org/chartwell/tuition?page=tuition)  
Follow link to ***Admissions > Forms to download > Chartwell School Financial Aid Packet*****

## Parent-Volunteer Form

### *Your Gift to the Chartwell Community*

Volunteers are critical in making the educational experience at Chartwell and The New High School Project the best it can be for students. Your help in areas listed below enables our paid staff to focus on maximizing the delivery of excellent academic services. Your commitment as a volunteer is important and appreciated! The following is a partial list of activities and events associated with our K-8 program, high school program and fundraising department. Please indicate your commitment in advance as to how you will help ensure that your child receives the maximum benefit of excellent academic services while at Chartwell School.

What	Details	When & Where	Interested
<b>Fundraising Events &amp; Community Relations</b> Contact Bobbie Wolcott 831.394.3468 ext. 1023			
<b>Grandparent's Day</b>	Help coordinate day, invitations, coordinate/serve lunch	February	
<b>Spring Event</b>	Attend committee, secure auction items, help with set up day, work night of event	February - May	
<b>Party in a Pear Tree (Spring Fundraiser)</b>	Attend committee, secure auction items, help with set up day, work night of event	September - December	
<b>Other Fundraising Activities</b>	Achievement Night, Annual Fund, Capital Campaign, etc.	Ongoing	
<b>K-8 Chartwel School Activities</b> Contact Marta Martinez-Fife 831.394.3468 ext. 1003			
<b>Soccer, Basketball, &amp; Flag Football Teams</b>	Coach, team parent to organize drivers and snacks	Six-week season: practice at Chartwell, games at local schools.	
<b>Academic Office Support</b>	Assistance to help cover the front office reception area	Ongoing throughout year on an as need basis	
<b>Classroom Activities or Homeroom Parent</b>	Assist with field trips, classroom activities, etc...	TBA by individual teachers	
<b>Teacher Appreciation</b>	Assist with set up, snack and food preparation and clean up		
<b>Lost and Found</b>	Organize items, coordinate sale of unclaimed uniforms, etc.	Ongoing	
<b>The New High School Activities</b> Contact Cindy Camacho 831.394.3468 ext. 1003			
<b>Classroom Activities</b>	Assist with field experiences, classroom activities, project presentations, school fairs etc...	TBA by individual teachers	
<b>Family Picnic</b>	Assist with coordinating and organizing the annual family picnic	August	
<b>Retrospective Night</b>	Assist with set up, clean up and coordinating	June	
<b>Volunteer Contact Information</b> Name: _____ Phone(home): _____ Email: _____ Phone(cell): _____ Student's Name _____			



# Parent User Guide

# FAST Opening Page

## Navigation Bar

Use the navigation bar to move back and forth through the application.

## Paper Worksheet

If you want to pre-fill out this application, download a paper copy, complete with Help Bubble information, [here](#).

▶ Log in / Log out  
▶ Instructions  
▶ Getting Started  
▶ Account Settings  
▶ Applicant Info  
▶ Household Info  
▶ Dependent Info  
▶ Real Estate / Vehicles  
▶ Assets / Liabilities  
▶ Income  
▶ Expenses  
▶ School Questions  
▶ Letter / Agreement  
▶ Application Status  
▶ Payment

**Financial Aid Application**  
**The Point School**

**IMPORTANT!** If this is not the school you are applying to, go to your school's homepage and click on the FAST logo.

**START APPLICATION**

**RESUME APPLICATION**

Downloadable Worksheet  
Downloadable User Guide

Returning Families Deadline - 02/27  
New Families Deadline - 11/04

Powered by ism®

## Start here

If you are divorced or separated, please read special instructions first.

## Log in

Once you have created your application as a new user, click here. You will land on a screen where you can log back into the application using your username and password. If you have been designated Family 2, you also begin here. Use the username and password given to you in the e-mail to log in on the log in screen.

# Welcome to FAST™ – Financial Aid for School Tuition

Your school has chosen **FAST – Financial Aid for School Tuition** powered by ISM® – to process your financial aid application. FAST is an online program that works in your computer's Web browser. In order to use FAST, you will need Internet access. If you do not have a computer, public libraries usually have online computers available, or you may contact the school and request to use a computer there.

## The Application

You reach the application by going to your school's Web site (typically on the Admission or Financial Aid page) and clicking on the FAST link. The link will look similar to these icons.



Each question in the application has a **Help Bubble** to explain what is required for that answer. A paper worksheet for the application with a list of all the Help Bubbles is available by clicking **Downloadable Worksheet** located on the gray navigation bar on the opening page.

## Time to Complete

When you sign on as a new user, you will be asked to create a **username** and **password** so that you can log in and out of the program as needed. You do not have to complete the application in one sitting. It should take you approximately 45 minutes to complete the application once you have gathered your information.

Preparing to fill out this document takes about as long as preparing to file your taxes. In order to complete this form, there are a number of financial records you will need.

The following list includes all the financial records that may be needed. Select the ones that pertain to you. **Note: You can apply for aid even if you have not completed your tax forms.**

FAST Help: e-mail: [help@ismfast.com](mailto:help@ismfast.com) or 1-877-326-FAST Call Center hours are 24/7/365

## IRS forms

- ▼ W-2 Wage and Tax statements
- ▼ Most recent Federal 1040 or 1040A
- ▼ Copies of all supporting tax schedules
- ▼ Business – Schedule C or C-EZ (1040)
- ▼ Farm – Schedule F (Form 1040)
- ▼ Rental Property – Schedule E (Form 1040)
- ▼ LLC – Schedule E, Form 1120S, and Schedule K-1
- ▼ S Corporation – Schedule E, Form 1120S, and Schedule K-1
- ▼ Partnership – Schedule E, Form 1120S, and Schedule K-1
- ▼ Trusts – Schedule K-1

## Household Information

- ▼ Year-end statement from your mortgage holder
- ▼ Bank statements
- ▼ Brokerage statements
- ▼ Insurance costs for home, life, auto, and health
- ▼ Utility information
- ▼ Medical records and expenses
- ▼ Retirement account information

## Navigating This Program

A color-coded system of icons will help you move through the various sections. A green arrow ► means that the section is open and ready for you to input information. A blue check ✓ means that you have completed that section, but it is still available if you need to go back and change any information. A gray arrow ► means that the section is not available at this time.

You may enter information out of sequence. For example, you may enter information about your income before you enter information about real estate holdings, even though income comes after real estate on the Navigation bar.

More information about each question is available three different ways: 1) when you click on the red number beside the question, 2) when you position your cursor in the answer field, and 3) by opening the paper worksheet PDF available on the Navigation bar.

## Printing

Please retain a copy of the completed application for your records. After you have finished the application, you will have

an opportunity to open and download or print a PDF of the information you filled out.

## Payment

To complete your application, make a payment by Visa or MasterCard. Your school will tell you how much the filing fee is. If payment is a problem for you, please contact your school to ask for assistance. If you do not have a Visa or MasterCard, you may pay the school directly and the school will issue a voucher number to use in place of a credit card number.

## Deadlines

Deadlines are established by the school. Please pay attention to the deadline given, and remember: With financial aid, earlier is always better.

## Documentation

Your school will tell you which documents to send and where, but be prepared to send, at a minimum, copies of your W2s and your federal, state, and local tax documents.

## Cautions

- ▼ **Do not use the “back” button on your browser.** If you need to return to a previous section, use the gray Navigation bar on the left.
- ▼ **If you forget your username or password,** click the “forgot username or password” link on the opening page and follow directions. Your password will be sent to the e-mail address you gave us.
- ▼ **If your browser closes, you will have to log back into the system.** Any work that you have submitted – i.e., any section that has a blue check by it – will be saved. If you were in the middle of a section, you may have to restart that section and re-enter some information.
- ▼ **Answer all questions. Do not leave any numeric fields blank.** If a particular question does not apply to you, please enter a zero in that field. You may move from field to field using your mouse or the tab key.

## Special procedures for divorced or separated parents

If you are divorced or separated, each parent needs to file a separate but linked application. In order to do this, we ask that one parent begin the process by clicking on the **Start Application** button on the opening page. From now on, you will be referred to as **Family 1**. This designation has no significance with respect to financial responsibility. It only indicates who initiated the application.

After answering a few questions about family structure and custody, you will be asked to provide an e-mail address for the other parent, who then becomes known as **Family 2**. If there is no other parent living, or if there is a reason why the other parent can't be contacted, please explain in the box provided.

**If you have been designated Family 2**, you will receive a confidential username and password by e-mail. **Family 1** does not have access to your username and password. Start

at the school's Web site and click on the **FAST** link. Once you get to the FAST page (as shown on the inside front cover), **do not click on the New users link**. Instead, click the "Resume Application" button and enter the username and password on the following screen. This ensures that the applications from both parents will be appropriately linked.

There is only one fee for both applications. It is up to you to decide who will pay. The **Application Status** page displays which sections have been completed by each family. Payment will not be possible until both **Family 1** and **Family 2** have completed their applications.

If **Family 2** does not respond to the initial e-mail, it is possible for **Family 1** to re-send the e-mail by clicking on the **Account Settings** link on the gray Navigation bar and following the instructions.

## Help

Help is only a phone call or e-mail away.

E-mail: [help@ismfast.com](mailto:help@ismfast.com)

Phone: 1-877-326-FAST

Call Center hours are 24/7/365

We would be interested in hearing from you about how we can improve this service.

**Thank you for using FAST powered by ISM.**

## FAST Questions

For your convenience, we have included a worksheet for you to use when gathering the necessary information that will be asked on the FAST application. If you are unsure what is required for a particular field, there is a Glossary available at the end of this book.

### Application Information – Student

(Fill out 101-107 for each student)

**101** Name \_\_\_\_\_

**102** Birth Date \_\_\_\_\_

**103** Gender \_\_\_\_\_

**104** Grade Entering \_\_\_\_\_

**105** Social Security Number \_\_\_\_\_

**106** Social Security Income \_\_\_\_\_

**107** Child Trust \_\_\_\_\_

### Parent/Guardian

(Fill out 201-212 for each parent in the household.)

**201** Name \_\_\_\_\_

FAST Help: e-mail: [help@ismfast.com](mailto:help@ismfast.com) or 1-877-326-FAST Call Center hours are 24/7/365

**202** Gender \_\_\_\_\_

**203** Birth Date \_\_\_\_\_

**204** Address 1 \_\_\_\_\_

**205** Address 2 \_\_\_\_\_

**206** City \_\_\_\_\_

**207** State, ZIP \_\_\_\_\_

**208** Country \_\_\_\_\_

**209** Phone (Home, Cell, Work) \_\_\_\_\_

**210** Occupation \_\_\_\_\_

**211** Employer \_\_\_\_\_

**212** Disabled? \_\_\_\_\_

### **Dependent Child Information**

(Fill out 301-308 for each dependent child.)

**301** Name \_\_\_\_\_

**302** Birth Date \_\_\_\_\_

**303** Gender \_\_\_\_\_

**304** Present Grade \_\_\_\_\_

**305** Present School \_\_\_\_\_

**306** Is there tuition? How much? \_\_\_\_\_

**307** Do you receive aid or scholarship? \_\_\_\_\_

**308** Does this dependent live at the same address  
as applicant(s)? \_\_\_\_\_

### **Dependent Adult Information**

(Fill out 350-352 for each adult dependent.)

**350** Name \_\_\_\_\_

**351** Birth Date \_\_\_\_\_

**352** Does this dependent live at the same address  
as applicant(s)? \_\_\_\_\_

### **Real Estate**

(Fill out 401-411 for each property.)

**401** Mortgage Payment (monthly) \_\_\_\_\_

**402** Mortgage Interest Paid (annual) \_\_\_\_\_

**403** Is your home owners insurance included in your mortgage? \_\_\_\_\_

**404** Original Mortgage Value \_\_\_\_\_

**406** Year Purchased \_\_\_\_\_

**407** Purchase Price \_\_\_\_\_

**408** Present Market Value \_\_\_\_\_

**409** Have you refinanced? What year? Refinance amount \_\_\_\_\_

**410** Principal Remaining \_\_\_\_\_

**411** Property Tax Paid \_\_\_\_\_

**412** Is your Property Tax included in your mortgage? \_\_\_\_\_

## **Vehicle**

(Fill out 450-454 for each vehicle.)

**450** Make/Model \_\_\_\_\_

**451** Year \_\_\_\_\_

**452** Estimated Value \_\_\_\_\_

**453** Debt Outstanding \_\_\_\_\_

**454** Payment (Monthly) \_\_\_\_\_

## **Assets**

**504** Savings \_\_\_\_\_

**505** Checking \_\_\_\_\_

**506** Certificates of Deposit \_\_\_\_\_

**507** Stocks, Bonds, Securities, etc. \_\_\_\_\_

**508** Trusts & Inheritance \_\_\_\_\_

**509** Retirement Savings \_\_\_\_\_

**510** Business Assets \_\_\_\_\_

**511** Other Assets \_\_\_\_\_

**512** Further Asset Explanation (optional) \_\_\_\_\_

## **Liabilities**

**553** Personal Loans \_\_\_\_\_

**554** Credit Cards \_\_\_\_\_

**555** Equity Loans \_\_\_\_\_

**556** Equity Interest Paid \_\_\_\_\_

**557** Other Liabilities \_\_\_\_\_

**558** Further Liabilities Explanation (optional) \_\_\_\_\_  
\_\_\_\_\_

### **Income**

**601** Annual Income \_\_\_\_\_

**601b** Annual Income \_\_\_\_\_

**602** Business Income \_\_\_\_\_

**603** Dividend/Interest Income \_\_\_\_\_

**604** Capital Gains Income \_\_\_\_\_

**605** Real Estate Income \_\_\_\_\_

**606** Trust, Inheritance Income \_\_\_\_\_

**607** Alimony Income \_\_\_\_\_

**608** Child Support Received \_\_\_\_\_

**609** Gifts \_\_\_\_\_

**610** All Other Income \_\_\_\_\_

**611** Further Income Explanation (optional) \_\_\_\_\_  
\_\_\_\_\_

### **Expenses**

**704** Rent \_\_\_\_\_

**705** Home Owners Insurance \_\_\_\_\_

**706** Life Insurance \_\_\_\_\_

**707** Auto Insurance \_\_\_\_\_

**708** Health Insurance \_\_\_\_\_

**709** Electricity \_\_\_\_\_

**710** Heating \_\_\_\_\_

**711** All Other Utilities/Phone \_\_\_\_\_

**712** Child Support Paid \_\_\_\_\_

**713** Alimony Paid \_\_\_\_\_

**714** Charity/Tithing \_\_\_\_\_

**715** Federal Taxes \_\_\_\_\_

**716** State/County/City Taxes \_\_\_\_\_

**717** Medical Expenses \_\_\_\_\_

**718** Other Loan Expenses \_\_\_\_\_

**719** Support of Dependents \_\_\_\_\_

**720** Childcare Expenses \_\_\_\_\_

**721** Other Expenses \_\_\_\_\_

**722** Do you expect to pay the Alternative Minimum Tax? \_\_\_\_\_

**723** Further Expenses Explanation (optional) \_\_\_\_\_  
\_\_\_\_\_

## School-specific Questions

The school to which you are applying may have included some specific questions here. **Note:** If you have questions about these school-specific questions, you will need to contact your school. The FAST Call Center will not be able to clarify these questions for you.

Not all schools choose this option, so if the school you have chosen does not appear here they simply haven't asked any extra questions.

<b>601</b> Annual Income	\$	50000
<b>602</b> Business Income	\$	0
<b>603</b> Dividend/Interest Income	\$	500
<b>604</b> Capital Gains Income	\$	300
<b>605</b> Real Estate Income	\$	3000
<b>606</b> Trust, Inheritance Income	\$	0
<b>607</b> Alimony Income	\$	0
<b>608</b> Child Support Received	\$	550
<b>609</b> Gifts	\$	0

**This is a Help Bubble**  
A summary of the information that is needed to fill in the active field. In this case "Business Income" is active.

Figure A

## Letter/Agreement

In this section, you may write a letter if you feel there are special circumstances that should be considered. At the end of this section, you will also be asked how much you are able to pay toward your child's education.

Your application is delivered to the school once the filing fee has been paid.

## Frequently Asked Questions

### What happens after I have completed the application?

Your information is immediately calculated and the recommended award is available to the school. However, awards may not be made until all applications are in, and they are often contingent upon the funds available and the number of families requesting aid. Your school will notify you directly about its financial aid decision.

### What if I don't understand how I should answer a question?

When you click on a field, there is a **Help Bubble** (as seen in Figure A) to explain what information is needed for that field. A summary of that information is listed in the downloadable worksheet on the Navigation bar. If you still have questions, contact our Call Center at 1-877-326-FAST. If you are still not sure if you are including the appropriate information, write a short note to the school in the spaces provided at the end of each section.

### Who can see my information?

Authorized personnel at the school to which you are applying and FAST employees who need to handle your application are the only ones with access to your records.

### Why didn't I receive more financial aid?

Awards are based not only on need, but on the funds your school has available. This means that even though you may qualify for more aid, a school's financial condition may limit what it can offer.

### What if I make a mistake?

If you make a mistake before you have checked the **Accept** box at the end and before you have paid the filing fee, just go back and make the changes. Nothing is final until you have paid. If you discover an error after you have paid, you can log in to your account, where you can request a change. This request will go directly to the school, where Financial Aid personnel have the ability to go into the program and revise your entry. Our Call Center does not have access to your file and cannot make a change for you.

### **How long will this take to complete? Do I have to complete this application at one time?**

Gathering the necessary information to complete this form is similar to gathering information to complete your taxes. Once you have collected all your financial information, it should take approximately 45 minutes to complete this application. You do not have to complete everything at one time. You may log out and come back later, using your username and password.

### **I filled in most of the page before I quit, but when I went back into the program the information was gone. What happened?**

FAST only saves information from completed sections. If, for example, you are working on Income, you need to complete the entire section in order for that information to be saved.

### **What are the accepted payment methods?**

We accept Visa and MasterCard. If you do not have either of these cards, you may contact your school to obtain a payment voucher to use in place of a credit card. If the filing fee presents a hardship to you, please contact your school.

### **My screen says “Cookies must be enabled.” What does that mean?**

Cookies refer to information that is stored on your computer by sites on the World Wide Web. In order to operate, FAST requires that your computer be configured to accept cookies. In most instances, this will already be done. However, if you get an error message, click on your browser’s Help menu and look up information about how to enable cookies.

### **Will I be spammed?**

Absolutely not. Your e-mail address will never be shared with anyone but the school to which you are applying.

### **What papers will I need to send?**

You should be prepared to send your tax returns and your W2s. After you submit your payment, you will also receive an e-mail with a list of documents you will need to send.

### **I don't have a computer or an e-mail address. Now what?**

Most libraries have computers with Internet access available for use. If this is not practical, please ask the school if you may use a computer there. Before you start the application, you will need an e-mail address. Both Yahoo and Hotmail offer free e-mail service. You can get to Yahoo at [www.yahoo.com](http://www.yahoo.com) and hotmail at [www.hotmail.com](http://www.hotmail.com). Follow the directions for setting up a new e-mail account.

### **I forgot my password. What should I do?**

On the login page, click on "forgot username or password?" You will be asked to enter your e-mail address. You will receive an e-mail with your username and password.

### **I need to explain something about our assets. How do I do that?**

Line 512 gives you room to write about your assets. There are also spaces in Liabilities (Line 558), Income (line 610), and Expenses (line 718) for you to clarify any of your answers. Plus, there is room in the Letter/Agreement section.

### **I have a Section 125 Plan and have pre-tax money withheld. Do I have to include that when I list my W2 income?**

Yes, you do. On lines **601** and **601b** we ask you to list your gross wages before any deductions are taken.

### **When is the application due?**

The due date is up to the school, so please be sure to ask if no deadline is provided. Earlier is always better.

## Glossary

**105 Social Security #**

*Enter Applicants Social Security number here.*

*SEVIS Check Box – Check this box if this student was issued a SEVIS identification number and enter that number in the box on line 105.*

**106 Social Security Income**

*Please enter the total amount this student receives annually in benefits from the Social Security Administration.*

**107 Child Trust**

*If a trust is held in this child's name, please enter the amount here and explain in detail below.*

**401 Mortgage Payment**

*Please enter the amount of your monthly mortgage payment here.*

**402 Mortgage Interest Paid**

*Please enter the amount of interest you paid on your mortgage in the last year. If this is not available on your mortgage statement, please call your mortgage holder to get this amount.*

**403** *Is your home owners insurance included in your mortgage?*

*Check yes or no*

**404 Original Mortgage Value**

*When you first bought this house, how much did you mortgage?*

**406 Year Purchased**

*Please enter the year you originally purchased this house.*

**407 Purchase Price**

*How much did you originally pay for this house?*

**408 Present Market Value**

*What is the present market value of your house?*

**409 Have you refinanced? Check Yes or No**

*What year did you refinance your house? How much did you refinance?*

**410 Principal Remaining**

*What is the unpaid balance on your mortgage?*

**411 Property Tax Paid**

*Your annual property tax from city, county, and/or state.*

**450 Make/Model**

Please enter the brand and identifying name of your vehicle. Examples would include a Ford Focus or Dodge Neon.

**451 Year**

Please enter the year the vehicle was manufactured for sale.

**452 Estimated Value**

Please enter the present market value of your vehicle if sold in current condition. If you are unsure of the value, click the blue link to look it up at Kelley Blue Book. There is an online link to take you to Kelley Blue Book.

Check if leased – Check here if vehicle is leased

**453 Debt Outstanding**

Please enter the total amount remaining on original car loan. If you lease this car, enter a zero.

**454 Payment**

Please enter the amount you pay each month for a loan or a lease on this car.

**501 Home Market Value**

This section auto-fills depending on what you entered in the Family Home Information Section.

**502 Other Real Estate Market Value**

This section auto-fills depending on what you entered in the Family Home Information Section.

**503 Vehicle(s) Market Value**

This section auto-fills depending on what you entered in the Vehicle Information Section.

**504 Savings**

Please enter the total amounts of all your savings accounts and money market accounts. Use information from statements for the last full month.

**505 Checking**

Please enter the total amounts of all your checking accounts. Use information from statements for the last full month.

**506 Certificate of Deposit**

If you own Certificates of Deposit, please indicate the amounts here. To get current amounts, call your bank or the issuer of the CD and request totals for the last full quarter or month.

**507 Stocks, Bonds, Securities, etc.**

Please enter the amounts as of your last quarterly, or monthly, statement of all stocks, bonds, or other securities. Do not include

any IRA or Keough accounts you may also hold. Please do your best to establish the value as of the last full quarter, or the last month.

**508 Trust and Inheritance**

Please enter the total amount of money held in trust for you and any dependent children who are not applying as students. Please also include any inheritance received within the last year.

**509 Retirement Savings**

Please enter the total amounts of all K, IRA, Roth IRA and Keough accounts as of the most recent statements.

**510 Business Assets**

If you own a business, please indicate your business assets as of your last monthly report. If you do not own a business, please fill in a zero.

**511 Other Assets**

Please enter the total valuation of your tangible assets. Do not include your house or automobiles. Items that might be included here are valuable pieces of jewelry, art work, antiques, coin collections, boats, airplanes, furs, and anything else for which you might reasonably expect to receive a return of \$1,000 or more if it was sold.

**512 Further Asset Explanation**

Use this space to clarify any of your answers in the Asset section.

**550 Home Principal**

This section auto-fills depending on what you entered in the Family Home Information Section.

**551 Other Real Estate Principal**

This section autofills depending on what you entered in the Family Home Information Section.

**552 Vehicle Debt Outstanding**

This section auto-fills depending on what you entered in the Vehicle Information Section.

**553 Personal Loans**

Please enter any secured or unsecured loans you may have received from financial institutions, businesses, or persons. The number should be the actual amount owed to date, not the amount borrowed. Do not include credit card balances or equity loans in this category.

**554 Credit Cards**

Please enter the total amount owed on all credit cards—both those issued by banks and those issued by businesses.

**555 Equity Loans**

Please enter the total of any money that you have borrowed above the mortgage with your house as security.

**556 Equity Interest Paid**

Please enter the total of all interest paid annually on the equity loans listed in 555 above.

**557 Other Liabilities**

Please enter the total amount you owe for items such as court judgments, delinquent taxes, or any other liability that you might have that was not covered in the previous questions.

**558 Further Liability Explanation**

Use this space to clarify any of your answers in the Liability section.

**601 Annual Income**

Please enter your gross wages, prior to any deductions, as reported on your W-2's for the prior year. Your Section 125 deductions will be listed elsewhere.

**602 Business Income**

Please enter the total amount of income reported on a 1040 tax form as a result of owning a business. If there was no income enter a zero. You may not enter a negative number.

**603 Dividend/Interest Income**

Please enter the total amount of all income received from dividend and interest bearing accounts as reported on a 1099 tax form. This should include interest received from savings accounts, money market accounts, etc. You should also include total amount of bond coupons redeemed during the tax year.

**604 Capital Gains Income**

Please enter the total amount of capital gains earned as reported on your federal tax return.

**605 Real Estate Income**

Please enter the total amount of all monies received from real estate currently owned. Examples include rental properties, vacation homes, and time shares.

**606 Trusts**

Please enter the amount received annually, as listed on your K-1 schedule, from any trusts for which you or your child are beneficiaries. In the "Optional further income explanation" at line 610, please describe the trust and tell us who created the trust, the intended purpose, as well as any restrictions/requirements as to use.

**607 Alimony Income**

Please enter the total amount of alimony received during the last year.

**608 Child Support Received**

Please enter the total amount of Child Support received during the last year.

**609 Gifts**

Please enter the total of any cash gifts you have received, such as a gift from a grandparent or any other relative.

**610 All Other Income**

Please enter the total amount of any income not already listed, including money received for part time jobs for which a W-2 is not given, income as reported on a 1099 form and/or pay for moonlighting jobs. Also include earnings received from hobbies, court awards, disability benefits, gambling, or social security payments.

**610 Further Income Explanation**

Use this space to clarify any of your answers in the Income section.

**701 Home Mortgage Payment**

This section auto-fills depending on what you entered in the Family Home Information Section.

**702 Other Mortgage Payments**

This section auto-fills depending on what you entered in the Family Home Information Section.

**703 Vehicle Payments**

This section auto-fills depending on what you entered in the Vehicle Information Section.

**704 Rent**

Please enter the yearly amount of rent you pay for your home or apartment. If you do not pay rent, please place a zero in this space.

**705 Home Owner Insurance**

If you own your own home and your home insurance is not paid through your mortgage, please enter the amount you pay annually here. This number should only reflect data from your primary residence.

**706 Life Insurance**

Please enter the total of the annual premiums you pay for life insurance. If you do not have any life insurance, please place a zero in this space.

**707 Auto Insurance**

Please enter the total of the annual premiums you pay for auto insurance. If you do not have auto insurance, please place a zero in this space.

**708 Health Insurance**

Please enter the amount you pay annually for health insurance. Please include any supplemental policies in addition to your primary policy. If you do not have health insurance, please place a zero in this space.

**709 Electricity**

Please enter the amount you pay annually for electricity. If you do not have this number, sometimes your electric company is able to give it to you. This number should only reflect data from your primary residence.

**710 Heating**

If your heating costs are not included in your electric payments, please enter the amount you pay annually to heat your house. If your heating costs are included in your electric bill, please place a zero in this space. This number should only reflect data from your primary residence.

**711 All Other Utilities/Phone**

Please enter the sum of everything you spend annually for land line or Internet phone service, Internet service, cell phones, water, and sewer. This number should only reflect data from your primary residence.

**712 Child Support Paid**

Please enter the total annual amount of child support payments you are required to make. If you are not required to pay any child support, please place a zero in this space.

**713 Alimony Paid**

Please enter the total amount of alimony you are required to pay annually. If you are not required to pay any alimony, please place a zero in this space.

**714 Charity/Tithing**

Please enter the total amount of all monetary charitable and/or tithing donations that you made for the prior calendar year to organizations recognized as charities by the IRS. If you did not make any charitable contributions, please enter zero.

**715 Federal Taxes**

If you have already filed your federal income tax, please enter your total tax. If you have not yet filed your taxes, please check the box below this field.

I have not filed my taxes

Check this box if you haven't yet filed for your taxes

**716 State/County/City Taxes**

*If you have already filed your state, county and/or city taxes, please enter your total tax. If you have not yet filed your taxes, please check the box below this field.*

*I have not filed my taxes*

*Check this box if you haven't yet filed for your taxes*

**717 Medical Expenses**

*Please enter the total amount of all medical expenses that you paid in the prior calendar year. This may include copays, prescriptions, physical exams, glasses, physical or psychological therapy, prosthetics, etc. Do not include any expenses which are covered by insurance. In the space provided, please explain what you have included in this number.*

**718 Other Loan Expenses**

*Please enter the annual amount of any other loan expenses you incur during the year. These may include credit card payments, personal loans and bank loans that do not use your home equity as collateral. Do not include car payments, your mortgage or any other loans against equity in this field. In the space provided below, please explain what you have included in this number.*

**719 Support of Dependents**

*Please enter the annual amount you pay to support any adult dependents in your home. In the space provided below, please explain what you have included in this number.*

**720 Childcare Expenses**

*Please list your childcare expenses. This might include child care, after school programs, camps, lessons, special needs, etc. In the space provided, please explain what you have included in this number.*

**721 Other Expenses**

*Please enter the annual amount of any other expenses you incur during the year. These might include condo expenses, neighborhood dues, club memberships, etc. In the space provided below, please explain what you have included in this number. Do not include car payments, house payments or credit card payments. Do not include expenses for food, clothes or transportation.*

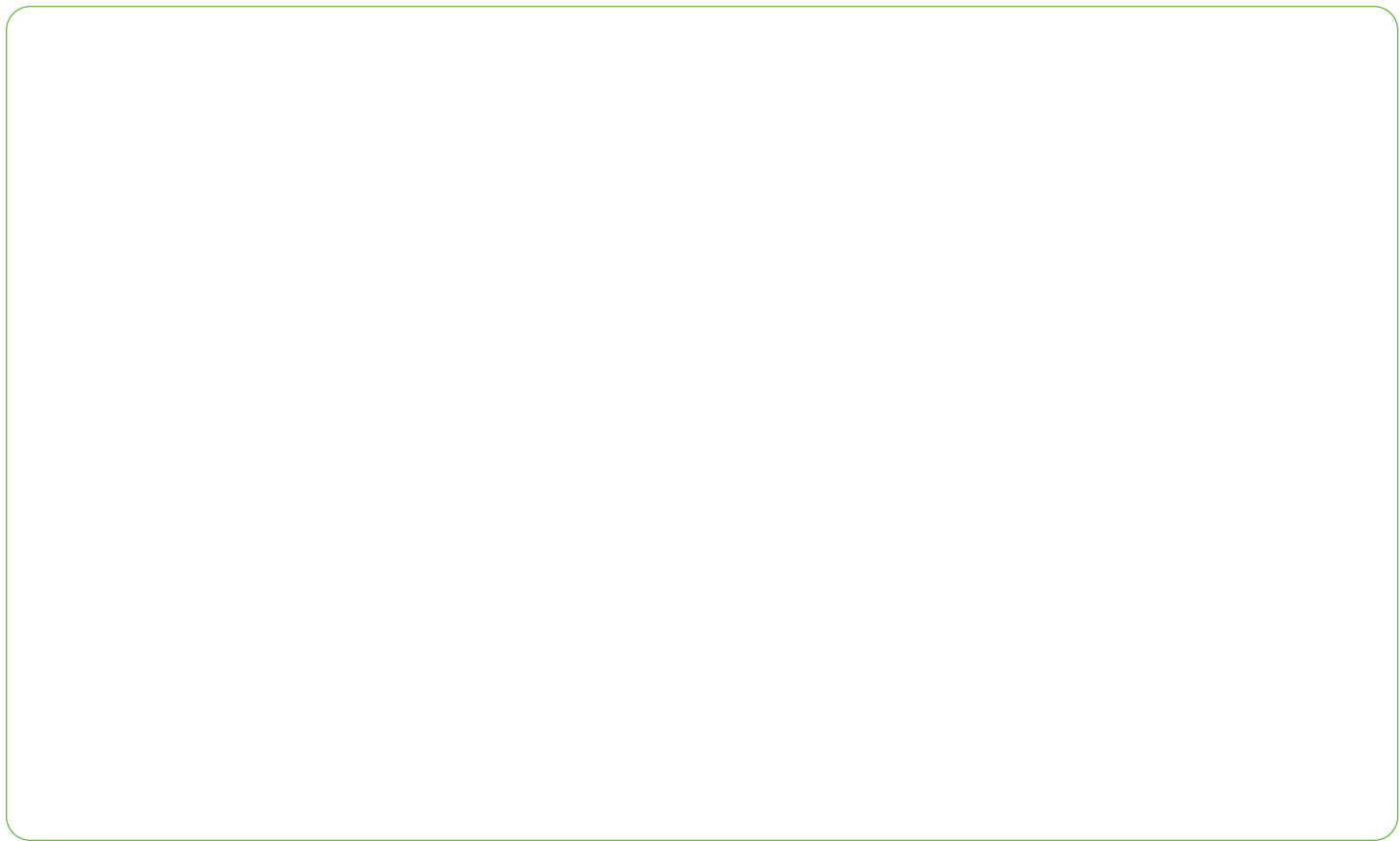
**722 Do you expect to pay the Alternative Minimum Tax?**

*(Check One) Yes No*

**723 Further Expenses Explanation:**

*Use this space to clarify any of your answers in the Expense section.*

**Notes:**





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**Independent School Management**

1316 North Union Street

Wilmington, DE 19806