



Tuition Assistance Guidelines

Linden Waldorf School will be using FACTS Grant & Aid Assessment to review all tuition assistance applications for the 2020–2021 school year. This letter outlines the steps you need to take to apply for assistance.

The following information is required to process your application:

Provide to Linden Waldorf School:

- For parents sharing custody of their child(ren), submit a copy of your parenting plan or custodial agreement if there is language pertaining to educational decision-making and/or financing private school education.

Provide to FACTS:

- Complete an online application through FACTS Grant & Aid Assessment at <https://online.factsmgt.com>. If you have already created an account for FACTS Tuition Management, you may use the same username and password. You will not need to create a separate account for the Grant & Aid assessment.
- Pay the \$35 non-refundable application fee.
- If the parents are divorced, the parent responsible for payment of the child or children's tuition should complete the application. If each of the divorced parents is responsible for a portion of the child or children's tuition, each parent should complete a separate application and indicate the portion of tuition for which he/she is responsible.
- Within the online assessment, you will have a place to describe in detail the present financial situation of your family. Please include any changes likely to affect your financial situation and/or describe how your income might differ from what is reflected on the tax return.
- Submit the following relevant documentation. If applicant and co-applicant file separately, we require both tax returns for the same tax year. Instructions for how to submit these documents by fax or mail are given as part of the online application process.
 - o A copy of your **2018** IRS Federal Form 1040, 1040A or 1040-EZ U.S. Individual Income Tax Return (2 pages)
 - o Any required supporting tax Schedules C or C-EZ, Schedule E, Schedule F, Depreciation Form 4562, S Corporation Form 1120S (4 pages) & Schedule K-1 and Form 8825, Partnership Form 1065 (4 pages) & Schedule K-1 and Form 8825, Estates and Trusts Form 1041 & Schedule K-1.
 - o Copies of all **2019** W-2 Wage and Tax Statements for both you and your spouse. NOTE: If you are applying before you have received all **2019** W-2 Wage and Tax Statements, please submit them as soon as they become available.
 - o Copies of all supporting documentation for household Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF).
- *Make sure to check your e-mail address regularly for notices sent by FACTS indicating missing information or tax documents.*

Note: The Tuition Assistance Committee cannot begin to review your application if any of the above items are missing or incomplete. The Committee may also request additional information if needed. The Committee will hold your information in the strictest confidence.

If you are applying for tuition assistance, you will pay only the \$315/per child enrollment fee when you submit your enrollment contract. We are able to defer this fee on a case-by-base basis for families who are in the process of applying for assistance. Please contact Kim Robinson, Director of Administration, at 615-354-0270 x35 or krobinson@lindenwaldorf.org for more information.

Students will not be permitted to attend class until the first tuition payment, all required fees, and any previous outstanding balances are paid. Once you have accepted the offer of assistance, adjustments will be made to tuition, but before that time, the full tuition will be charged.

If you have questions about the FACTS online platform or are having difficulty uploading documents, please call a FACTS Customer Care Representative at 1-866-441-4637.