



## Financial Aid Assistance and Application Policy

Effective: January 8, 2020

Emmanuel Lutheran School (ELS) has a strong commitment to providing for families who wish to take advantage of a quality Christian education. Recognizing that some families are not able to afford full tuition, and to ensure that all families have an opportunity to share in our school ministry, a Financial Aid Assistance (FAA) program has been established.

FAA provides tuition assistance for students in Kindergarten through 8th grade. No award of financial aid will exceed 50% of the tuition amount for the school year. FAA is not awarded to cover fees, lunches, Extended Care, Early Childhood Education, or Summer Camp programs.

The ELS FAA program will be administered on a non-discriminatory basis regardless of race, color, national or ethnic origin, religion, disability, sex, or social status.

### 1. PURPOSE

To outline the qualifications, process, eligibility, and timeline for families who wish to apply for FAA at ELS. ELS desires to provide clear and concise guidance to help families understand the roles and responsibilities of all parties involved. ELS also wants to emphasize that FAA comes with expectations and responsibilities for maintaining standards for academics, conduct, and for a commitment by the family to the mission of ELS.

### 2. INITIAL QUALIFICATIONS

ELS FAA is available to families who demonstrate financial need in order to help offset tuition expenses. In addition, students must be committed to pursuing academic success and maintaining good character. Families who receive FAA are also expected to demonstrate a commitment to ELS throughout the school year through a variety of volunteer opportunities.

### 3. PROCESS

- Families should first consider the 12-month tuition payment plan to determine if FAA is still needed.
- All families must fill out an ELS FAA application online through the FACTS parent portal.
- All families who qualify, must apply for the North Carolina Opportunity Scholarship prior to any ELS FAA decision: <http://www.ncseaa.edu/K-12Grants.htm>.

Applications for the following school year are accepted beginning on February 1.

**Priority submission deadline is March 1.** Applications submitted after March 1 are put on a waitlist. Award selection begins in April.

- All families who have students with special learning needs or disabilities may be eligible for the North Carolina Disability Grant and must complete this application process prior to any ELS FAA decision: <http://www.ncseaa.edu/K-12Grants.htm>
- The School Ministry Team (SMT) meets once a month and will render decisions regarding FAA for completed applications only.
- Families will be notified in writing within two business days following the SMT meeting regarding a decision related to their FAA status.
- Families may accept the FAA by returning the signed acceptance letter to the school office within five business days of receiving the award letter and no later than June 1.

#### 4. MAINTAINING ELIGIBILITY

- Students receiving FAA must maintain a C average (70% or greater) in each of the core subjects (Religion, Math, Science, English, Reading/Language Arts, and Social Studies) by the end of each quarter in order to remain eligible for FAA. Students who do not maintain this standard will be placed on academic probation and have until the end of the semester to remediate grades or forfeit the FAA for the remainder of the school year. Individual accommodations will be made for students with a Student Action Plan (SAP), an Individualized Education Plan (IEP), and/or extenuating circumstances.
- Students receiving FAA with excessive disciplinary issues will be placed on financial probation if a student receives

- 4 disciplinary\* detentions in a quarter or
- 2 out of school suspensions (OSS) during the school year

If a student receives

- 3 additional disciplinary detentions or
- 1 additional OSS

after being placed on probation and during the remaining portion of the school year, the student will forfeit the FAA for the remainder of that school year.

\* *Note: Detentions given solely for excessive tardies will not be considered in this formulation.*

#### 5. TIMELINE FOR APPLICATION

Returning ELS families should apply for financial aid in conjunction with submitting enrollment materials for the school year, ideally no later than March 1. FAA is awarded on a first-come, first-served basis. The deadline is June 1 to apply for financial aid effective the following school year (beginning in August of the same year). **Any returning family applying for FAA after the June 1 deadline will not receive FAA for the following school year.** *Note: A finite amount of assistance is available each academic year and may vary from year-to-year. It is recommended that families who need FAA apply as early in the year as possible to increase chances for securing the amount of assistance which may be needed.*

families new to ELS should apply for financial aid in conjunction with submitting enrollment and registration materials. This can occur at any time during the year. FAA will be awarded if both need is identified and funds are available.

## **6. EXCEPTIONS**

Life events and extenuating circumstances will be taken into consideration on a case-by-case basis. Please provide relevant information to the school principal as soon as such an event occurs.

## **7. CONFIDENTIALITY**

Strict confidentiality will be maintained with all portions of the application and financial data. The only people with authorized access to information in this process are the school principal and Emmanuel staff involved in tuition billing and collection. Reporting to governing bodies of the school is done without divulging the identity of FAA applicants and recipients.

Families are also required to exercise confidentiality about the amount of aid received. Failure to maintain this confidentiality may result in having the FAA rescinded for the remainder of the school year.