



## Tuition Assistance Application Instructions

Dear Parents,

Before proceeding with the application, please read the following tips for a quicker, more accurate processing of your financial aid application for the 2019-2020 school year.

- In submitting your tax documents, you will have a choice of uploading scanned documents directly to FAST, or mailing them via post. If you choose to mail your documents, please make sure that you include the bar code that will be provided by FAST. *Make sure nothing is stapled.* Documents sent without the bar code or containing staples will be separated and processed last.
- Please take your time and read everything carefully as you go through your application. Carelessly filled out applications will affect the outcome of your financial aid award.
- Complete your 2018 taxes as early as possible. Keep in mind that the deadline to submit the tax forms is February 8, 2019. All grants will be based on review of your 2018 tax returns.
- Be sure to send your *full* 2018 tax returns: Federal and all pertinent schedules, State and all W-2's for each parent. You will be instructed in the application to also include your four most recent **pay-stubs**, current **mortgage statement** and a signed **IRS form 4506**. ([www.irs.gov/pub/irs-pdf/f4506.pdf](http://www.irs.gov/pub/irs-pdf/f4506.pdf))

If you have any questions regarding the tuition assistance program, or would like assistance in submitting your tax documents, please feel free to contact me.

Thank you,

Linda Batterbee

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