

Revised Tuition Assistance Policy

2009-2010 School Year

(with newly added "Open Seat Tuition Assistance" for new students and families)

Introduction

A goal of **Milford Christian Academy** is to provide a Christian education for every potential student that desires it. However, we realize that many families have financial barriers that impede their ability to enroll their children in a private Christian school. Therefore, a Tuition Assistance Fund (The Fund) is established for the purpose of off-setting the expense of tuition and assisting qualified families with tuition assistance based on their financial need. This policy describes the guidelines used to assess need and make tuition assistance awards.

It is intended that the tuition assistance provided pursuant to this policy shall be considered a Qualified Scholarship Program under the Internal Revenue Code and that awards be tax free to the recipient.

Contributions

Contributions to The Fund may be tax deductible. The contributor should consult their tax advisor to determine deductibility. Checks are payable to **Milford Christian Academy** with Tuition Assistance Fund written in the memo. Contributions may also be made via PayPal which is available through our school website. A donation letter will be sent to each Contributor.

Applications

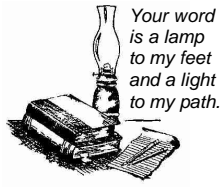
The application process has three components that include the student, the family, and the financial need. Application forms are available at the school office, as well as on our website under TAP. The application includes a one-page form containing instructions and a checklist, and highlights the student and family requirements for consideration of this award. Please be sure to work through each of the required steps, as all information is required before consideration can be made. The application also contains a multi-page form, from FACTS Grants & Aid. This form lists the necessary financial information required, by FACTS, as well as a processing fee (payable to FACTS).

Applications for tuition assistance must be submitted directly to the **Milford Christian Academy, Financial Officer (or designee)**, per the TAP schedule as provided for within this policy. A complete submission includes all information requested on the checklist form, all information requested by FACTS, and a processing fee of \$20.

Financial information is strictly confidential. The raw financial data will only be evaluated by FACTS, and recommendations given by FACTS will be reviewed only by the Tuition Assistance Committee of **Milford Christian Academy**. Fully completed tuition assistance applications will be considered only after a family has applied for enrollment and paid the appropriate enrollment fees. In the case of extenuating circumstances, late
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applications may be considered at the discretion of the Tuition Assistance Committee. However, applications received by the deadline will be considered first.

A Tuition Assistance Committee will review the financial recommendations from FACTS, in conjunction with the student and family information. The Tuition Assistance Committee will weigh the applications based on the three selection criteria listed under eligibility. An unbiased scale will determine the recipients and the amounts of the awards.

Tuition Assistance Committee

The Tuition Assistance Committee (TAC) will be chaired by a School Board Member and will be comprised of three to five members. The members will include a school Financial Delegate designated by the MCA Administration and a minimum of one member at large.

Confidentiality

Efforts will be made to keep to a minimum the number of people aware of the existence of pending applications for tuition assistance. Schoolteachers and staff members should not know which families are receiving tuition assistance. Knowledge of pending applications should be confined to the MCA Administration, School Board and members of the Tuition Assistance Committee.

Selection and Eligibility

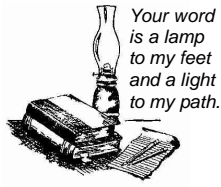
Selection has the following three components

1. Financial Component:

- Family must demonstrate financial need by completing a Financial Aid Application through FACT for 2009.

2. Student Component:

- Scholastic records from previous schooling
- The student must demonstrate Christian character and a desire for Christian education in accordance with The Statement of Core Values. A Student Questionnaire will be required, if entering grade 7 – 12.
- The following letters of recommendation highlighting the student's desire to pursue the core values outline in The Statement of Core Values
- A teacher or administrator letter of recommendation
- A character reference from your pastor or church leader
- Character reference from an adult non-family member



3. Family component:

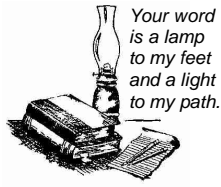
- Parents must submit a letter to demonstrate an understanding of and desire for Christian education. To qualify for tuition assistance, they should be able to provide specific examples of financial sacrifices they have made or are prepared to make in their own lives to enable their children to attend a Christian school (working extra jobs, cutting back on discretionary spending, selling vehicles, delaying major purchases, etc.)
- Family must also submit a letter to demonstrate their understanding of the philosophy of Parent Directed Education and how their values align with The Statement of Core Values at MCA.
- Pastoral or church leader recommendation, again highlighting how the family exhibits the desire to pursue the core values outlined in The Statement of Core Values.

Other eligibility criteria:

- Any balances owed by the applicant from a prior school year must be paid current in order for a tuition assistance application to be accepted.
- Continuing good behavior by the student both in and out of school is required or the remainder of the assistance award may be withdrawn upon written notice.
- Parents must demonstrate a cooperative attitude toward the school administration and staff or the remainder of the assistance award may be withdrawn upon written notice.
- Tuition assistance may also be forfeited if the family and/or student does not adhere to the policies of the school, if the student is placed on probation due to academic, behavior or attendance deficiencies, or if the balance of the parent's portion of the account is more than thirty days past due.
- Tuition assistance does not renew automatically. Families must re-apply for tuition assistance each year.
- Once tuition assistance is granted, it will accrue in the same manner in which the family receiving assistance pays their portion of the tuition, i.e. if the family pays monthly, tuition assistance will accrue monthly; if the family pays an entire semester, tuition assistance will accrue for the entire semester. Tuition assistance will only continue as the family receiving assistance keeps up with their payment of tuition.
- If a student withdraws from school during the year or is expelled, all unused portions of the tuition assistance will be retained in or returned to The Fund.
- Although tuition assistance is granted for the entire school year, the continuation of the grant award will be reviewed each semester. Prior to the start of each semester, parents must certify in writing that their financial status has not changed from the original application. Based on this certification, tuition assistance will be extended for the second semester.
- Parents are expected to try to pay more toward their children's tuition if their financial situation improves during the year so that more needy families may be assisted. Therefore, parents must notify the school if the family's financial condition changes during the year. Failure to comply will affect eligibility for continued or further assistance.

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Tuition assistance awards

In order to meet the needs of the greatest number of families, the maximum award will be 50% of the annual tuition. The amount of the award will be based on the applicant's "adjusted available income" and "student need" as determined by a review of the Financial Aid Application and recommendation from FACTS Grants & Aid. The Tuition Assistance Committee will review applications and verify eligibility based on requirements defined in this policy. Once eligibility is established, applicants approved by the committee will be offered tuition assistance based on rank and available money. The determination as to tuition assistance shall be made in the sole discretion of the Tuition Assistance Committee based on the guidelines set forth in this policy.

Any funds that are awarded and subsequently not used due to withdrawal of the student or other loss of eligibility as defined by this policy will be returned to The Fund. The Tuition Assistance Committee will make a determination whether to award such funds to eligible students for the current or future school year in its sole discretion. Any grants awarded during the school year will apply only to tuition due from the date of the award to the end of the current school year.

Non-discrimination

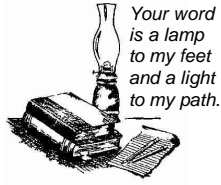
Milford Christian Academy admits students of any race, color, or national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national origin in the administration of its educational policies, admission policy, tuition assistance policy and athletic and other school administered programs.

Tuition Assistance Processing Schedule 2009 - 2010

- a. April 1: applications available through MCA office or on website.
- b. April 24: all paper work due for awards
- c. May 3: TAC reviews applications and makes awards
- d. May 13: Applicants confirm awards
- e. A second round of applications from currently enrolled students may be accepted, and awards considered, in the months of June and July, per a schedule developed and published by the MCA School Board.
- f. A subsequent set of awards may be awarded in August, to newly enrolling students or families as of August 1, depending on the availability of open seats and the criteria outlined in the "Open Seat Tuition Assistance" portion of this document.
- g. January 5th: Awardees must sign and submit form verifying continued need and eligibility.

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Anticipated TAP Schedule for Subsequent years:

- February 1st: Application period opens for the next school year
- April 1st: Applications must be postmarked to **Milford Christian Academy**.
- May 2-14: Tuition Assistance Committee reviews data and sets awards
- May 15th: Applicants notified of awards
- June 1st: Awardees must re-confirm enrollment, re-confirm need, and accept award
- A second round of applications from currently enrolled students may be accepted, and awards considered, in the months of June and July, per a schedule developed and clearly published by the MCA School Board.
- A subsequent set of awards may be awarded in August, to newly enrolling students or families as of August 1, depending on the availability of open seats and the criteria outlined in the "Open Seat Tuition Assistance" portion of this document.
- January 5th: Awardees must sign and submit form verifying continued need and eligibility.

Open Seat Tuition Assistance

Tuition assistance in the form of an award from The Fund, if available, or possible tuition reduction, may be granted in the sole discretion of the Tuition Assistance Committee to "new" students who are not already attending MCA. A "new" student will be considered any student who either has never attended MCA or who has not attended in the last two academic years. This tuition assistance is available after August 1 for the upcoming school year. The purpose of this open seat tuition assistance is to promote the school and bring new families into MCA. This assistance would be available for new enrollments or families of enrolled students that now see TAP as a possible way to enroll more of their children. This would not apply to currently enrolled students of such a family. As with all tuition assistance, any tuition assistance awarded under this open seat policy is not guaranteed the following year. New families that come to MCA by means of this open seat tuition assistance must pursue Tuition Assistance per the guidelines outlined above.

Criteria, for eligibility for Open Seat Tuition Assistance:

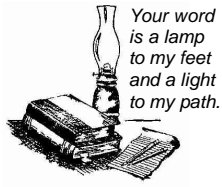
1. All paperwork, letters of recommendation and FACT's financial information must be provided per the criteria in the body of the policy.
2. Open Seat Tuition Assistance is dependent upon the number of available seats, the desired student profile, classroom dynamics, and otherwise meeting the eligibility criterion overall under this Tuition Assistance Policy.
3. This assistance applies to full time students only, no awards will be given to part time students.

Related Revision Controlled Documents

- TAP instructions and checklist RevB

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Revision Page

Rev	Description	Signature	Date
----	Initial Release with edits required	Na – verbal approval	
C	Second release with internal edits/revisions to clarify application process and discriminatory parameters		
D	Add an Open Seat Tuition Assistance section		