

December 15, 2010

Dear Parents and Guardians,

Hope this letter finds you and your family enjoying your holiday season! In preparation for the New Year, I am writing to provide you the details of St. James' Episcopal School's 2011-2012 Tuition Assistance Program. We are committed to providing financial support to new and continuing students who qualify for tuition assistance. Enclosed you will find the information and application materials for the 2011-2012 Tuition Assistance Program. These materials will guide you through the process and provide you with helpful information in order to apply.

We understand the significant obligation and sacrifice families undertake by enrolling their children at St. James' Episcopal School. To this end, the Board of Trustees and the Vestry of St. James' Church are committed to broadening the tuition assistance program by providing funds for qualifying students.

Included in this packet:

- Financing a St. James' Episcopal School Education
- Tuition Assistance Frequently Asked Questions
- Tuition Assistance Policies and Guidelines
- *FAST* (Financial Aid for School Tuition) User Guide

THURSDAY, FEBRUARY 10, 2011 is the deadline to apply to the 2011-2012 Tuition Assistance Program. Please complete an online *FAST* (Financial Aid for School Tuition) application before the deadline.

See instructions below to access the application. Allow approximately 30-45 minutes to complete the application once you have gathered the required information.

- **FIRST STEP**- Log on to St. James' School's website, www.sjsla.org:
 - Click on the Admissions tab at the top of the page.
 - Scroll down the page to the Tuition Assistance section.
 - Click on the *FAST* logo to enter the site.
 - There is a \$36.00 fee payable online to *FAST*.

In the case of divorced or separated parents, both natural parents must complete a *FAST* application. Tuition assistance awards are based on both custodial and non-custodial parents' or guardians' financial information. In order for the school to make a fair determination, all financial documentation must be provided.

- **SECOND STEP**- Mail hard copies of your 2010 W2s and 1099s to *FAST*.

ALL COMPLETED TUITION ASSISTANCE FORMS FOR THE 2011-2012 ACADEMIC YEAR MUST BE RETURNED TO *FAST* NO LATER THAN **FEBRUARY 10, 2011**.

PLEASE DO NOT SEND FORMS DIRECTLY TO ST. JAMES' SCHOOL. If you submit documents to St. James' School, your documents will be returned to you, *unopened*.

- **THIRD STEP**- Once your file is complete, *FAST* will then forward your application to St. James' School.

- o **FOURTH STEP- Tuition Assistance Decision.**

The Tuition Assistance Committee will review your application and make a determination.

While St. James' is committed to serving all qualified students in our community, we have a limited amount of tuition assistance available every year and unfortunately cannot provide all deserving families with assistance.

INCOMPLETE APPLICATIONS: We will be contacting all families with incomplete applications on or before February 10, 2011 to supply missing materials or information. No award can be made without a complete file. If the file is incomplete after February 18, 2011, the application will not be considered during the first round of tuition assistance decisions.

All information is kept in strict confidence. If you require additional information or have any questions or concerns, please do not hesitate to contact me at 213-233-0133, x303 or nlowe@sjsla.org.

Have a Merry Christmas and Happy New Year!

Warm Regards,

A handwritten signature in cursive script that reads "Najah Lowe".

Najah Lowe Director of Finance and Operations