



December 2009

Dear Parents and Guardians,

St. James' Episcopal School is 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 2010-2011 Tuition Assistance Program. These materials will guide you through the process and provide you with helpful information.

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, Guidelines, and Checklist
- *FAST* (Financial Aid for School Tuition) User Guide

THURSDAY, FEBRUARY 11, 2010 is the deadline to submit all required materials to *FAST*. Complete an online *FAST* (Financial Aid for School Tuition) application. See instructions below to access the application:

- 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.
- Allow approximately 30-45 minutes to complete the application once you have gathered the required information.
- There is a \$34.00 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.

In addition to entering your information online, you must also mail hard copies of your 2009 W2s and 1099s to *FAST*. Additional secure envelopes and brochures are available in the Business Office.

All completed tuition assistance forms for the 2010-2011 academic year must be returned to *FAST* no later than February 11, 2010. *FAST* will then forward your application to St. James' School. The Tuition Assistance Committee will review your application and make a determination. **Please do NOT send forms to St. James' School.** If you submit documents to St. James' School, your documents will be returned to you, unopened.

If an application file is incomplete, you will be notified on or before February 11, 2010 to supply missing materials or information. No award can be made without a complete file. If the file is incomplete after February 19, 2010, 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 assistance, please contact me at 213-233-0133 x 303 or nlowe@sjsla.org.

Sincerely,

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

Najah Lowe
Director of Finance and Operations