

TUITION ASSISTANCE POLICIES AND GUIDELINES

Each family must apply for Tuition Assistance each year; it is not automatically renewable.

All custodial and non-custodial parents must complete a *FAST* application. See cover letter for instructions to complete an on-line application.

All parents must furnish *FAST* with a copy of their current tax return with all accompanying schedules.

St. James' reserves the right to request additional financial information such as balance sheets, cash flow statements, and if a parent owns a business or real estate for investment purposes.

St. James' will not consider recurring business losses or depreciation in calculating financial need.

When a parent does not work, the school will assign an annual income of \$20,000 to the non-working parent.

Resources of a stepparent will be considered in making an award determination. In situations where couples are living together but are not married, financial information will be required from both parties. We will take unique or unusual circumstances into account.

Financial information from the non-custodial parent will be required. The school reserves the right to request copies of the divorce decrees, court orders, and statements from uninterested parties to verify custody arrangements.

The school may provide Tuition Assistance on a temporary basis if a family experiences a temporary change in its financial situation.

Families should submit required forms and tax returns by the deadlines; otherwise, the request for Tuition Assistance may not be processed.

The school reserves the right to withdraw Tuition Assistance at any time during the school year should discrepancies be discovered in the information provided.