

HERITAGE CHRISTIAN

A C A D E M Y

DATE APPLICATION
SUBMITTED: _____

CHECK LIST
COMPLETE: _____

FINANCIAL ASSISTANCE APPLICATION

Heritage Christian Academy is committed to the conviction that Christian schooling is essential for the children of all believers. We appreciate the sacrifice that many Christian parents make to ensure a Christ-centered education for their children. Our financial assistance program reflects a commitment to making such schooling affordable.

- To qualify for financial aid, a student must be enrolled and accepted for the coming school year.
- Assistance is granted for the coming school year only; families must reapply annually, dependent on need.

INSTRUCTIONS

Return the completed application with copies of ALL financial documentation to the **Central Office** (East Campus) by March 15; the previous year's tax return **MUST BE** completed by that time for inclusion. When your needs assessment is returned from processing, a letter will be mailed to your home.

ACADEMIC YEAR APPLYING FOR: _____

FAMILY NAME: _____

Check list for Applicant:

SUBMISSION CHECKLIST

- ✓ **Check as completed. DO NOT submit until ALL items are checked and included.**

_____ Financial Assistance application (5 pages); use page four to explain any special circumstances.

ALL spaces must be filled with information, a number or a zero.

Incomplete applications may not be considered.

_____ W-2 copies for the most recent calendar year

_____ W-2 copies for the previous year

_____ 1040 copies for the most recent calendar year

_____ 1040 copies for the previous year

FAMILY INFORMATION

Father/Stepfather
circle one

Mother/Stepmother
circle one

Name _____

Street Address _____

City, State, Zip Code _____

Home Phone/Best Time to Call _____

Work Phone/Best Time to Call _____

Occupation _____

Current Employer _____

Church Attendance at _____

How long have you been attending? _____

Frequency of Attendance _____

Church leader who knows you personally _____ Phone _____

Natural Parents of Student(s) are:

Married _____ Separated _____ Divorced _____ Widowed _____ Remarried _____

Do you receive child support? _____ Do you receive alimony? _____

Have you asked your church for financial assistance with tuition? _____

Have you asked your family for financial assistance with tuition? _____

Do you have others who could assist you with tuition payments? _____

Explain:

Are you a returning family to HCA or a new family? _____

Children who will be attending Heritage (*Name/Grade next year*):

Number of children who will *not* be attending Heritage _____

List their names and ages here:

HCA Financial Assistance received last year? (Yes/No) _____ If Yes, amount gifted: _____

Attach 1040 and W-2 forms from last two years here

ANNUAL INCOME

Estimated for current year (January through December)

| | Father/Stepfather <i>circle one</i> | Mother/Stepmother <i>circle one</i> |
|--------------------------------------|--|--|
| Wages, salaries, tips | \$ _____ | \$ _____ |
| Interest income | \$ _____ | \$ _____ |
| Dividends | \$ _____ | \$ _____ |
| Alimony (+/-) | \$ _____ | \$ _____ |
| Child support (+/-) | \$ _____ | \$ _____ |
| Social Security | \$ _____ | \$ _____ |
| Inheritance | \$ _____ | \$ _____ |
| Other (<i>gifts, trusts, etc.</i>) | \$ _____ | \$ _____ |

TOTAL ANNUAL INCOME: \$ _____ \$ _____

AVERAGE MONTHLY EXPENSES

| | | |
|---|----------|--|
| Auto(s) finance payment | \$ _____ | AUTOS |
| Auto operating expense | \$ _____ | #1 Make _____ |
| Educational expense (<i>other than HCA</i>) | \$ _____ | Year _____ |
| Home mortgage/rent | \$ _____ | Fully Owned/Leased/Payments (<i>circle one</i>) |
| Utilities | \$ _____ | No. of payments remaining _____ |
| Food | \$ _____ | Monthly payment \$ _____ |
| Clothing | \$ _____ | |
| Medical (non-reimbursed) | \$ _____ | #2 Make _____ |
| Life insurance | \$ _____ | Year _____ |
| Medical/dental insurance | \$ _____ | Fully Owned/Leased /Payments (<i>circle one</i>) |
| Auto insurance | \$ _____ | No. of payments remaining _____ |
| Other insurance | \$ _____ | Monthly payment \$ _____ |
| Credit cards (total owed \$ _____) | \$ _____ | |
| Installment loans (total owed \$ _____) | \$ _____ | OTHER RECREATIONAL PROPERTY |
| Church contributions | \$ _____ | List item(s) and value(s) _____ |
| Other expenses (<i>travel, entertainment, etc.</i>) | \$ _____ | _____ |

TOTAL MONTHLY EXPENSES: \$ _____ x 12 = \$ _____

(Total Yearly Expenses)

ASSET INFORMATION

| | Value |
|--|----------|
| Cash, Savings and Checking | \$ _____ |
| Property Owned | \$ _____ |
| Investments (<i>stocks, CDs, etc.</i>) | \$ _____ |

FEDERAL INCOME TAX (*Most recent year*)

| | |
|--------------------------|----------|
| Gross income tax paid | \$ _____ |
| Refund (<i>if any</i>) | \$ _____ |
| Net income tax paid | \$ _____ |

WORK PAYBACK POLICY

All recipients receiving financial aid are required to repay a percentage of the funds granted through donated hours. The number of hours and monetary credit per hour for various skills will be determined by the Financial Assistance Committee. The Committee will endeavor to assign work duties which are compatible with the recipients' skills, but reserves the right to make all decisions on work assignments and schedules. Each family will be evaluated on a personal basis as to the amount of work hours that can be assigned.

WORK PAYBACK AGREEMENT

As a recipient of Heritage Christian Academy financial aid, I agree to comply with the payback agreement as outlined in this document.

Name: _____ Date: _____

Name: _____ Date: _____

Some of the skills and duties needed are listed below; please check areas of interest or expertise. You may also list specific skills you have that may benefit the school.

AREAS OF SERVICE

Facilities

- Lawn and landscaping maintenance Cleaning projects
 Technological assistance Handyman work (list skills below)

Teacher Aides

- Ongoing assistance (copying, assembling, laminating, bulletin board displays) as needed
 Assistance with special projects or events, as requested by the teachers

Library/Lunch

- Organization/maintenance Scholastic Book Sale
 Lunch Service (*circle days available: M, T, W, R, F*)

School Events

- Event organization and promotion Set-up for specific events
 Assistance during the event Clean-up for specific events

Cultural Arts

- Set-up for art and music classes Artwork display
 Assistance with annual music programs Costume sewing or assemblage

Room Moms

- Coordinating/assisting with holiday parties
 Coordinating any of the following: Field trip transportation, Family crisis care and concern

Other Skills

Please note any specific skills you have that may be of use to our school: _____
