



Tuition Assistance Policy

The goal of ICA is to assist parents and guardians in providing a Christian education for their student if they so desire. However, we realize that many families have financial barriers that impede their ability to enroll their children in a private Christian school. Therefore, the Tuition Assistance Fund (TAF) and Scholarship Granting Organization (SGO) Fund are established for the purpose of assisting qualified families with tuition based on their financial need. This policy describes the criteria used to assess need and make tuition assistance awards.

Our intent is that this policy be considered a Qualified Scholarship Program under the Internal Revenue Code and that awards be tax free to the recipient.

Contributions:

Those who wish to donate to the TAF and SGO may contact the school to receive information on how to donate.

Contributions to these programs are typically tax deductible. A tax advisor should be consulted to determine deductibility and credits for SGO contributions. Contributions to the TAF should be directed to the Bookkeeper of Indiana Christian Academy. Checks should be payable to Indiana Christian Academy with Tuition Assistance Fund in the memo line. Contributions to the SGO fund should be directed to our SGO partner. An Annual Report will be sent to each Contributor.

Confidentiality:

A minimum number of people should be aware of the existence of pending applications for tuition assistance. School teachers and staff members should not know which families are receiving tuition assistance. Knowledge of pending applications should be confined to the Administration and Bookkeeper (the Tuition Assistance Committee).

Applications:

Application forms are available at the school office. This includes a one-page form that is returned to the school office and a multi-page form that is sent directly to the application processing company.

Applications for tuition assistance must be submitted directly to Tuition Assistance Committee) by May 1st for the next school year. A complete submission includes all data requested on the application forms, a copy of the family's Federal tax form 1040, 1040A or 1040EZ for the most recent tax year with accompanying schedules, and W-2 forms. The Tuition Assistance Committee will evaluate the data and determine the applicant's "adjusted available income" and analyze the "student need".

Applicants for SGO scholarships must also complete the brief on-line application on our SGO partner's web site.

Financial information is strictly confidential; the raw data will be viewed or evaluated by the Tuition Assistance Committee of Indiana 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 applications may be considered at the discretion of the Tuition Assistance Committee. However, applications received by the deadline will be considered first.

The Tuition Assistance Committee will review the findings, evaluate applications with special circumstances, and determine the awards for the distribution of tuition assistance to the applicants.

Eligibility:

Parents must 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.). This sacrifice balances the sacrifice of the tuition assistance donors and the staff of the school.

- Eligibility shall be based on demonstrated student need and space availability in the classroom.
- Consideration is given for support to siblings of currently enrolled students.
- 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 does not renew automatically. Families should 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.
- Additional criteria for SGO scholarship eligibility are specified by Indiana law. Please refer to application packet for the current eligibility requirements.

Tuition Assistance Awards

In order to ensure that students are eligible for the Choice Scholarship (Voucher) in subsequent years; priority will be given to students that are not currently eligible. A minimum \$500.00 SGO award will be awarded to income eligible students who do not currently have a pathway to a Choice Scholarship (Voucher).

- If available funds permit, additional awards can be made.
- The Tuition Assistance Committee will review applications and verify eligibility based on requirements defined in this policy. The Tuition Assistance Committee will take into account special circumstances recorded on the application forms. Students eligible for SGO funds may receive aid from both funds.
- 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 pool of funds available for award to other eligible students under this policy. Any grants awarded during the school year will apply only to tuition due from the date of the award to the end of the school year.

Non-Discrimination:

Indiana Christian Academy admits students of any race, color, national and ethnic 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, national and ethnic origin in the administration of its educational policies, admission policy, tuition assistance policy and athletic and other school administered programs.