

CHS Scholarship / Financial Aid Guidelines and Procedures

It is the policy of Christian Heritage School to award available scholarship funds to those families who could not otherwise afford to attend CHS. To assure that all who are requesting financial aid are evaluated objectively, we require each family to complete an application process as outlined below involving standardized forms and submission of annualized financial information.

These are general guidelines concerning receipt of scholarship applications, duties of scholarship applicants and distribution of scholarship awards. They are intended to be general guiding principles rather than comprehensive inflexible rules. Exceptions to these policies will be considered by the Scholarship Committee and CHS Board of Directors when unusual extenuating circumstances warrant individual exceptional decisions. Scholarship funds are offered based on financial need for full-time students only. No academic or sports scholarship funds are available. For additional information you may contact either Lauri McEntire, Admissions Director (706) 277-1198, ext. 130, lmcentire@chslions.com, or Teri Ward, Director of Financial Aid (706) 277-1198, ext. 110, or tward@chslions.com.

Applicant Criteria

- Students must be accepted into the student body of CHS before applying for scholarship assistance.
- Applicants must not have a delinquent balance to be considered for financial aid for the next year.
- Applicants must demonstrate good citizenship, appropriate behavior and be in good standing academically.

Application Process and Timetable

Student families desiring scholarship assistance must:

- Submit a scholarship application by **April 1st** for the following academic year.
- Any application not received by the deadline will lose priority in consideration. The application form is to be submitted directly to School & Student Service for Financial Aid (SSSFA). The application may be completed online at: <https://www8.student-1.com/SSS/>. The application cannot be accepted by CHS staff. Printed SSSFA forms are available at CHS. If assistance is needed

to complete the application form, schedule an appointment through the CHS office.

- Submit a copy of your most recent year-end IRS Form 1040(A) and your W-2(s) to CHS.

You must submit your complete federal tax return including a copy of any accompanying schedules. Submit a copy of your return as soon as it is filed in a sealed envelope marked CHS Scholarship Committee. Any financial aid awarded is not final until we have made a comparison with your tax return.

- SSSFA sends a financial aid recommendation to CHS based on information submitted. It will be reviewed along with your most current IRS Form 1040 and your child's academic record, participation in activities, and citizenship.
- Applicants must be willing to submit to an interview with the Scholarship Committee if requested by the committee.
Committee may request additional information regarding employment, recreation, vehicles, etc.
- Students are encouraged to foster potential scholarship donors on their own behalf. Such donor designations may alter the usual scholarship preference priority.

For those that complete the application process, notification of Financial Aid awards will be sent out near the end of May. If an award is given, the family has ten days to accept or reject the award. Should the award be rejected, or if the school has not heard from the family within ten days, the award will be offered to another family until all financial aid planned for the year has been accepted. Due to the demand for scholarships, deadlines are enforced.

Scholarship Awards

Scholarship awards will be based on demonstrated financial need. Continued financial need will be re-determined each academic year.

Preference for scholarship awards will be given as follows:

1. Current CHS scholarship recipients.
2. Current CHS student/family but new scholarship applicant.
3. New CHS student/family.

The Scholarship Committee will weigh the funds available for financial aid and allocate monies to maximize opportunities for qualifying applicants. In order to

help as many students as possible, financial aid awards are limited to 50% of annual tuition and do not cover any additional fees (i.e. curriculum, registration, etc.).

Tuition Discounts

Families in ministry will receive a tuition discount of 25%. They are required to pay full registration fees for each child.

Scholarship Recipients:

- Students will maintain good academic standing.
- Students will demonstrate proper discipline and conduct themselves in such a way as to reflect positively on themselves, their family and CHS.
- Students or parents shall write a thank-you letter to donors forwarded through the Scholarship Committee.
- Parents are expected to attend PTSF meetings.
- Parents are expected to attend two (2) conferences per year with student's teachers (Elementary students, grades K – 5).

Donations

- Donors desiring to assist with scholarship funding may contribute to the general scholarship fund, with distributions to be determined by the Scholarship Committee and CHS Board of Directors.
- Donors may contribute to the scholarship fund with particular student or other classification designations (for students who meet financial need criteria) with approval by the Scholarship Committee and CHS Board of Directors.

Appeals

If an applicant is denied funding or the family offered funding does not feel they can meet the balance required by the family, they may present their case to the Appeals Committee and explain their extenuating circumstances.