



# SALISBURY

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## CHRISTIAN SCHOOL

### **Tuition Assistance 2022-23** (Updated February 2022)

Salisbury Christian School (SCS) is pleased to offer Tuition Assistance to enrolled families who need help covering the cost of tuition. The amount of Tuition Assistance SCS is able to provide is limited. To assist with determination of need, SCS requires families requesting assistance to complete an online application through **Benevolent Financial Aid Qualification (BeneFAQ)** and to complete the **SCS Tuition Assistance Program Questionnaire (TAPQ)**. BeneFAQ will ask for financial information from each family, analyze that data, and then send a summary report to SCS. Both the online BeneFAQ application and TAPQ document must be completed in full for the application to be considered.

#### **APPLICATION GUIDELINES**

1. Families applying for assistance should be enrolled at SCS or nearing completion of the application process in order to be considered for assistance.
2. Tuition Assistance is offered for students in Pre-Kindergarten through 12<sup>th</sup> Grade. The Toddlers and Twos program is not eligible for Tuition Assistance at this time.
3. Several of the criteria used by BeneFAQ and SCS to determine assistance are: level of income and need, type of and reason for debt, past payment record with SCS (if applicable), and availability of tuition assistance funds.

#### **APPLYING FOR TUITION ASSISTANCE**

1. Please see the attached instructions to begin the online application process. BeneFAQ charges a fee of \$35 for online applications.
2. BeneFAQ will require that you provide certain documents, such as recent pay stubs and tax returns.
3. In addition to applying online through BeneFAQ, each applicant must also complete the attached **TAPQ** and return it to the SCS Business Office in-person or via email to [ta@salisburychristian.org](mailto:ta@salisburychristian.org).
4. All information provided to BeneFAQ and SCS is held in strict confidence.
5. The primary, legal parents/guardians for the student should be the applicants applying for assistance.

#### **DEADLINES AND NOTIFICATION DATES**

1. **Currently enrolled (returning) families** must complete the Tuition Assistance application **and** return the TAPQ by April 15, 2022. Notification of assistance awards will be emailed by June 1. Both completed documents must be submitted to be considered for Tuition Assistance.
2. **Families new to SCS (entering for the 2022-23 school year)** are encouraged to apply for assistance as early as possible. Notification of assistance amounts will be emailed at the earliest possible time. Both completed documents must be submitted to be considered for Tuition Assistance.

#### **CONTACT INFORMATION**

If you have questions about the process, please email [ta@salisburychristian.org](mailto:ta@salisburychristian.org) and a member of the SCS staff will follow-up with you as soon as possible!

# **Instructions for Completing the Online Benevolent Financial Aid Qualification (BeneFAQ) Tuition Assistance Application**

## **SCS Code - 60661**

To apply for tuition assistance for the upcoming school year, here is an outline of the steps you will need to fill out your confidential financial application through BeneFAQ. Our school number is **60661**. Follow the directions below.

**Step 1:** Navigate to [www.benefaq.com](http://www.benefaq.com) and create a new account if you do not yet have one in the new BeneFAQ system. *\*Your former login credentials with CFS will not work on the new site. You will need to create a new account with BeneFAQ.*

**Step 2:** Once you are at the site, select the “Parent Login” button from the upper right.

**Step 3:** Create an account, entering all the information requested and click register which will sign you in for the first time (returning users can then sign in using the sign in section on the left).

**Step 4:** Click the APPLY button.

**Step 5:** Enter the correct application year, enter your school number in the search window or begin typing our school name and select it when it appears. Several schools have similar names, so please make sure you are selecting our school.

- Proceed to enter your credit card information and click the button “Pay and Create App” to proceed.
- Your credit card will be charged \$35. The charge will come through as SchoolRIGHT or BeneFAQ.
- Once you pay, your application will be available to begin entering information.

**Step 6:** Read all instructions on each page.

- On the left are listed all the sections of the application that you will be completing.
- When a page is completed, that section of the left-hand menu will be indicated with the color green. Sections in gray have not been completed.
- If you exit and return later, simply find the next section you need to complete and continue from there. Click “Save and Continue” at the bottom of each page to proceed to the next page.

**Step 7:** The application is predominantly constructed in an “interview” style. Complete the application and DO NOT SKIP any questions.

**Step 8:** At the end of the application, once you have reviewed your entries and click “Submit App & Proceed” you will be asked to upload specific information based on the way you completed your application.

- Click the checkbox to upload that document. YOU CANNOT SELECT MORE THAN ONE file at a time to upload. Please use the “Add” button under Pay Stubs to add additional pay stubs and the “Additional Documents” section for other items requested.
- If you are not able to upload your tax returns in one complete document, please use “Additional Documents” to add the pages.
- If you need to send numerous single pages for some reason, please reach out to BeneFAQ and they will provide instructions to do so.
- BeneFAQ will begin verifying your application once they begin receiving documents from you.
- BeneFAQ will message you through the inline messaging system if they need further clarification on anything. Please use this system to respond to those inquiries.

*Note: We advise that you whitelist the [benefaq.com](http://benefaq.com) domain (set it as an approved sender in your email settings) so that emails from any address at [benefaq.com](http://benefaq.com) do not land in spam.*

## **If you have questions while using the BeneFAQ System:**

- Within BeneFAQ, please click the Questions/Clarifications link on the upper right-hand side of the page and write your question. This will send a note to BeneFAQ and they will respond in as timely a manner as possible. In some cases it may take up to 24 hours to receive a response. They are closed on weekends and holidays.
- When they respond, you will receive an email indicating that a message awaits for you in your account. A number indicator will appear next to the Messages link on your dashboard showing that you have an unread message. Click “Messages” to see the message.
- **If you have any issues with the messaging, you can email [help@benefaq.com](mailto:help@benefaq.com)**



## SCS Tuition Assistance Program Questionnaire (TAPQ)

**This form must be completed in its entirety and returned to the SCS Business Office in order for your application for assistance to be considered.**

**(DUE BY APRIL 15, 2022 FOR RETURNING FAMILIES OR WITHIN 2 WEEKS OF COMPLETED BENEFAQ TUITION ASSISTANCE APPLICATION FOR NEW FAMILIES)**

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Student(s): \_\_\_\_\_ For School Year: \_\_\_\_\_

*(If more space is required to answer the question, please utilize additional paper.)*

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| 1. Please write a brief description of your current situation that may help the Finance Committee better understand your need for assistance.                            |
| 2. If there are extenuating circumstances regarding your Tuition Assistance application, please explain and describe how long you believe these circumstances will last. |
| 3. Do you have other possible sources of assistance (such as family members, trust funds, church assistance programs, etc.)?   |
| 4. If your family is a 2-adult household, are both adults employed? If not, please explain.  |
| 5. Are both parents/guardians of the student contributing to this child's educational expenses? If not, please explain.  |

*(Over to page 2)*

Grade Level	2022-23 Annual Tuition	11-Month Tuition Payment (July - May)
PreKindergarten 3 & 4 5 Days (M-F)	\$7877	\$717
PreKindergarten 3 & 4 3 Days (M-W)	\$5357	\$487
Lower School (K-5)	\$8833	\$803
Middle School (6-8)	\$9130	\$830
High School (9-12)	\$9372	\$852

Using the chart above, fill in the chart below to calculate the anticipated total monthly tuition amount.

Name	Grade	Monthly Tuition \$
1 <sup>st</sup> Child:		
2 <sup>nd</sup> Child:		
3 <sup>rd</sup> Child:		
4 <sup>th</sup> Child:		
	<b>Total Monthly Tuition:</b>	<b>\$</b>

I believe I can afford \$ \_\_\_\_\_ in monthly *tuition* each month (July through May) to send my child(ren) to SCS.

### *Acknowledgements*

1. I understand that Tuition Assistance provided by SCS is funded from generous community donors and from the school's operating budget.
2. Should I be awarded Tuition Assistance, I agree to notify the SCS Business Office of my decision to accept or decline the offered assistance within 2 weeks of being notified of my award. I understand that failure to return the Tuition Assistance Award Acceptance Form within 2 weeks may result in the loss of the awarded tuition assistance.
3. I agree to complete a Direct Payment Authorization Form to establish a tuition payment plan within 2 weeks of being notified of my award, and understand that all tuition payments begin in July and end in May of each year.
4. If my child is enrolled at SCS after July, I understand that I will have to make up any tuition deficit from July 1 to my admission date.
5. I am the responsible party for the tuition payment for this student(s).
6. I understand that my Tuition Assistance application will not be reviewed until both this form and the online BeneFAQ application are submitted.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Return this completed form to the SCS Business Office via email to [ta@salisburychristian.org](mailto:ta@salisburychristian.org)\*