



SALISBURY

CHRISTIAN SCHOOL

Tuition Assistance 2021-22 (Revised July 2021)

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)**, (formally known as Confidential Financial Services, CFS) and to also complete the attached **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. The online BeneFAQ application must be complete, and the TAPQ must be completed and turned in to the Business Office for Tuition Assistance consideration.

APPLICATION GUIDELINES

1. Tuition Assistance is a service provided to enrolled SCS families. Therefore, families applying for assistance need to 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 all grade levels (PreK – 12th).
3. Several of the criteria used by BeneFAQ and SCS to determine assistance are: level of income and need, past payment record with SCS, type of and reason for debt, and availability of tuition assistance funds.
4. It is appreciated when families receiving Tuition Assistance also support SCS by utilizing the SCS Family Referral Program, Amazon Smile Program, and other programs outlined on the attached sheet.

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.
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, 2021. 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 2021-22 school year)** are able to apply for assistance after the April 15 deadline, but it is advantageous to apply 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

Mrs. Sallie Magee, SCS Director of Business Operations: 410-546-0661x 157 or smagee@salisburychristian.org

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 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.

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.**



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 15TH 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 the reverse side of this paper.)

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.

6. Using the chart below, how much do you believe your household can afford for tuition per month to send your child(ren) to SCS?

Grade Level	2021-22 Annual Tuition	11-Month Tuition Payment (July - May)
PK-3, PK-4 5 full days M-F	\$7513	\$683
PK-3, PK-4 5 half days M-F	\$6006	\$546
PK-3, PK-4 3 full days M-W	\$5104	\$464
PK-3, PK-4 3 half days M-W	\$3905	\$355
Elem. School (K-5)	\$8415	\$765
Middle School (6-8)	\$8690	\$790
High School (9-12)	\$8921	\$811

Children Attending SCS: _____

	Grade	Monthly Tuition \$
1 st Child		
2 nd Child		
3 rd Child		
4 th Child		
	Total Monthly Tuition	\$

I believe I can afford \$ _____ in monthly tuition each month beginning in July and

ending in May. If my child is enrolled later than July, I will make up any tuition deficit from July 1 to my admission date.

By signing below, I understand and agree that:

1. Tuition Assistance provided to me 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 to accept or decline within 2 weeks of being notified of my award. If I do not notify the Business Office in writing within 2 weeks, I understand that I will lose the awarded tuition Assistance and the assistance will be awarded to another applicant.
3. I am the responsible party for the tuition payment for this student(s).
4. I will ensure that, within 2 weeks of notification of this Tuition Assistance, I will contact the Business Office to set up a tuition payment plan.
5. I understand that next year my tuition payments will begin in July and end in May.
6. I understand that to be considered for Tuition Assistance the BeneFAQ application must be completed online and the TAPQ must be completed and turned in to the Business Office.

Printed Name: _____

Signature: _____ Date: _____



Support SCS Through These Initiatives!

AMAZON SMILE



Do you shop on Amazon? Earn money for SCS by using Amazon Smile. When you log in to your current Amazon account at smile.amazon.com, Amazon will donate 0.5% of your eligible purchases to SCS. On your first visit to the site, choose SCS and all future qualified purchases will apply. Your Wish Lists, Registries, and account settings will remain the same.

General Mills Box Tops

Box Tops can be found on hundreds of participating products in your local grocery store. **SCS earns 10¢ for each Box Top redeemed.** Scan your grocery receipt using the Box Top app. Information on the new Box Top Program can be found at BTFE.com.

FAMILY REFERRAL PROGRAM

YOU are our best advertising and we want to reward you! When a new family is accepted and lists you as the referral on their application, you will receive a \$200 credit on your family's tuition account for each new child!! Credits are issued in October. If the new family lists several families, the credit will be split evenly among them. To receive this credit you must be a SCS family for at least one complete school year.