



APPLICATION INSTRUCTIONS & GUIDELINES FOR TUITION ASSISTANCE & CHRISTIAN MINISTRY DISCOUNT 2012-2013 ACADEMIC YEAR

BEREAN offers two forms of tuition discounts that require a completed application as described below:

TUITION ASSISTANCE (TA) — awarded solely on the basis of financial need. Main criteria considered include income, family size, and number of students enrolled at Berean concurrently. Aid amounts and percentages are determined at the discretion of the Berean Finance Committee and, since funds are limited, can vary from year to year depending upon the number of qualifying applicants sharing the funds available. The table below shows income levels that, *funds permitting*, would typically qualify for a 20% tuition discount. Families with lesser incomes than shown may qualify for additional assistance, *funds permitting*.

Household size	1 Berean student & "adjusted income" of :	2 Berean students & "adjusted income" of:
2	\$51,000.00	n/a
3	\$58,000.00	\$70,000.00
4	\$65,000.00	\$77,000.00
5	\$72,000.00	\$84,000.00
6	\$79,000.00	\$91,000.00

CHRISTIAN MINISTRY DISCOUNT (CMD) — granted **upon application** to families with a parent employed **for pay full-time** in the following Christian ministries who meet first-round application deadline. (Qualifying families whose application is not complete until after the first-round deadline will be offered some level of discount only as remaining funds permit.)

- Pastors (**ordained/licensed**) currently employed in a local church (including senior pastors, associate pastors, administrative pastors and youth pastors) will be granted up to a:

% discount	if combined family "adjusted income" is:
30	less than or equal to \$90,000
20	between \$90,001 and \$100,000
10	between \$100,001 and \$110,000

- School principals, administrators, and teachers currently employed in a local Christian school will be granted up to a:

% discount	if combined family "adjusted income" is:
20	less than or equal to \$90,000
10	between \$90,001 and \$100,000

When evaluating a family's income to determine eligibility, Berean computes "adjusted income" based on information provided in the application. For many if not most families, "adjusted income" will be equivalent to their "adjusted gross income" as shown on their tax return. However, to ensure that Berean is treating families of similar means equitably, Berean takes into consideration voluntary retirement contributions, hardship withdrawals from retirement account, housing allowance, and non-taxable sources of funds. (This is similar in principle to the FAFSA method used for computing college financial aid.)

Questions regarding tuition assistance should be directed to our Accounting Manager at rvale@berean-eagles.org or (925)945-6464 Ext 17.

APPLICATION CHECKLIST

To maximize your chances of qualifying for assistance, you should **make every effort to file your tax return in time** to be considered a first-round applicant, which has an application deadline of **May 4, 2012**. Families may apply at any time for TA and/or a CMD beyond this deadline; however, most of the available funds for a given school year are allocated to qualifying first-round applicants. Berean does not guarantee that funds will be available at the same level as awarded to first-round applicants, or at all, for families who apply after **May 4, 2012** for either TA or CMD.

Your application will NOT be evaluated by the Berean finance committee unless it is **complete**. Complete applications contain all of the following:

- Both pages of the completed and signed Application. Please read carefully and complete all fields that apply.
- Copy of completed and signed 2011 federal income tax form (form 1040/1040-A/1040-ez & ALL schedules)
 - Please black-out or white-out all but last four digits of all social security numbers on all pages. (Hint: cover portions of numbers on original documents with "post-its" before photocopying.)
 - Please do **NOT** include your state tax return.
 - Please sign your return copy, even if you filed electronically.
- Copy of all 2011 w-2s
 - Please black-out or white-out all but last four digits of all social security numbers on all w-2s. (Hint: cover portions of numbers on original documents with "post-its" before photocopying.)
- Please do NOT include this instruction sheet with your application.
- Please turn in the application & supporting documents in a sealed envelope to the Berean main office, to the attention of "Berean finance committee."
- You are advised to keep a copy of the completed application for your records.

If your application is missing any required information above, it will not be evaluated until all requested information is supplied. Missing components must be turned in by **May 4, 2012** for application to receive first-round consideration. Families who meet the May 4th deadline will be notified of the status of their application for Tuition Assistance by May 18th. Later applications will be evaluated as soon as possible after receipt, depending upon availability of Finance Committee members.



APPLICATION FOR TUITION ASSISTANCE 2012-2013 ACADEMIC YEAR

*****CONFIDENTIAL*****

BEREAN STUDENT(S) INFORMATION

1) STUDENT NAME _____ NEW APPLICANT CONTINUING STUDENT
LAST FIRST GRADE 12-13

2) STUDENT NAME _____ NEW APPLICANT CONTINUING STUDENT
LAST FIRST GRADE 12-13

3) STUDENT NAME _____ NEW APPLICANT CONTINUING STUDENT
LAST FIRST GRADE 12-13

ADDRESS _____

CITY _____ STATE _____ ZIP _____ HOME PHONE (_____) _____

TUITION ASSISTANCE OPTIONS

I AM APPLYING FOR THE FOLLOWING ASSISTANCE (CHECK):

- TUITION Aid (TA)**
 Tuition Aid is offered solely on the basis of financial need. Main criteria considered include available family income (both taxable and non-taxable), family size, and number of students enrolled at Berean concurrently. Aid amounts are awarded at the discretion of the School Board Finance Committee. See instructions for income-eligibility guidelines.
- CHRISTIAN MINISTRY DISCOUNT (CMD)**
 Christian Ministry Discounts will be granted **upon application** to families with a parent **employed for pay full-time** in selected Christian ministries as described in instructions who meet the income guidelines AND first-round application deadline. Qualifying families whose application is not complete until after the first round deadline will be offered some level of discount only as remaining funds permit. Only qualifying first-round applicants are guaranteed the percentage discounts described in instructions. In some situations qualifying CMD applicants may also qualify for additional Tuition Aid (TA) beyond the ministry discount.

PARENT/GUARDIAN & FAMILY INFORMATION (ALL APPLICANTS)

WHO IS FINANCIALLY RESPONSIBLE FOR THE APPLICANT? _____

FATHER/GUARDIAN

NAME _____ E-MAIL _____
LAST FIRST

HOME ADDRESS _____ HOME PHONE (_____) _____
(COMPLETE IF DIFFERENT FROM APPLICANT)

CITY _____ STATE _____ ZIP _____ CELL PHONE (_____) _____

BUSINESS NAME _____ OCCUPATION/TITLE _____

BUSINESS ADDRESS _____ BUSINESS PHONE (_____) _____

CITY _____ STATE _____ ZIP _____ SOCIAL SECURITY # (LAST 4 DIGITS ONLY) _____

MOTHER/GUARDIAN

NAME _____ E-MAIL _____
LAST FIRST

HOME ADDRESS _____ HOME PHONE (_____) _____
(COMPLETE IF DIFFERENT FROM APPLICANT)

CITY _____ STATE _____ ZIP _____ CELL PHONE (_____) _____

BUSINESS NAME _____ OCCUPATION/TITLE _____

BUSINESS ADDRESS _____ BUSINESS PHONE (_____) _____

CITY _____ STATE _____ ZIP _____ SOCIAL SECURITY # (LAST 4 DIGITS ONLY) _____

OTHER DEPENDENTS (OTHER THAN THOSE LISTED AS BEREAN STUDENTS ABOVE)

NAME	AGE	GRADE '12-'13	SCHOOL ATTENDING '12-'13

FINANCIAL INFORMATION (REQUIRED FROM TA APPLICANTS ONLY)

HOW MUCH TUITION DO YOU FEEL YOU CAN AFFORD TO PAY EACH MONTH? \$ _____

DESCRIBE YOUR CURRENT CIRCUMSTANCES AND OBLIGATIONS THAT MAKE IT DIFFICULT TO PAY FULL TUITION. (ATTACH ADDITIONAL SHEET IF NECESSARY, BUT PLEASE BE BRIEF BUT SPECIFIC.):

IF DIVORCED/ SEPARATED, TOTAL MONTHLY CHILD SUPPORT RECEIVED: \$ _____

IF DIVORCED / SEPARATED, MONTHLY TUITION OTHER PARENT WILL CONTRIBUTE: \$ _____

DESCRIBE OTHER SOURCES AND AMOUNTS OF NON-TAXABLE INCOME OR SUPPORT AVAILABLE TO YOU (E.G., OUTSIDE SCHOLARSHIPS AWARDED, GRANDPARENTS TUITION ASSISTANCE, TRUST INCOME, DISABILITY INCOME, ETC.):

CHRISTIAN MINISTRY INFORMATION (REQUIRED FROM CMD APPLICANTS ONLY)

MINISTRY ORGANIZATION NAME: _____ CURRENT POSITION: _____

MINISTRY CONTACT PERSON _____ PHONE NUMBER _____

AMOUNT OF ANNUAL COMPENSATION RECEIVED IN THE FORM OF HOUSING ALLOWANCE: \$ _____

PLEASE ADVISE YOUR MINISTRY EMPLOYER THAT BEREAN MAY CONTACT THEM TO VERIFY EMPLOYMENT TERMS.

initials

POLICIES (INITIALIZE THAT YOU HAVE READ EACH POINT)

- _____ **IMPORTANT: APPLICATIONS WILL NOT BE EVALUATED UNTIL COMPLETE AND MUST INCLUDE WITH THIS FORM A SIGNED COPY OF YOUR COMPLETE 2011 FEDERAL TAX RETURN, COPIES OF ALL 2011 W-2 FORMS, AND ALL SOCIAL SECURITY NUMBERS PROTECTED AS DESCRIBED IN INSTRUCTIONS.**
- _____ This application and supporting documentation is used to verify eligibility for discounts and scholarships. The amount awarded to a given family will depend upon the family's financial status, their particular circumstances, the funds the school has available that particular year for tuition aid, and the number of qualifying applicants in that particular year. The desire of our school is to make a Christian education accessible to as many families as possible regardless of their social or economic status. It is for this purpose that the Tuition Assistance Program exists; however, Berean does not have the funds to meet every need.
- _____ The primary responsibility for financing a student's Christian education rests with the student's family. Money for financial assistance has been given sacrificially, mostly by other parents who are also paying tuition for their own children; therefore, it is necessary that any discounts awarded be carefully and equitably distributed. To ensure this, it is important that Berean financial officers have adequate information; therefore, the school requires documentation of family resources when determining needs. The school will not discriminate in the awarding of its financial aid because of race, color, national origin, sex, or age. The school will use a uniform methodology to assess annually, in a consistent and equitable manner, each family's ability to pay for education.
- _____ Families awarded need-based **Tuition Aid** will be enrolled with the school's parent/volunteer work program and will be asked to volunteer an average of eight hours per month, or 72 hours for the school year, in service to the school. Compliance with this obligation may be a consideration toward assistance granted to the family in subsequent years.
- _____ Although all Tuition Assistance application information will be held in strict confidence by Berean Christian High School personnel, as part of a complete application the applicant is responsible to protect all Social Security numbers in supporting documentation as described in the instructions.
- _____ Families are expected to keep confidential the amount of tuition assistance that may be awarded.
- _____ Any assistance granted will not be carried forward automatically from year to year, in neither percentage nor amount. Applicants must reapply annually to determine financial aid eligibility.
- _____ All students granted Tuition Assistance and/or Christian Ministry Scholarships are expected to carry a full academic load for the entire year. No tuition discounts are available to ISP (part-time) students. Should a student switch from full-time to part-time, any award amount will be forfeited from that point forward and their tuition obligation recalculated for the remainder of the school year.
- _____ Families are expected to notify Berean should their financial situation change during the school year such that they no longer need financial assistance, so as to free up tuition assistance funds for other families.

PARENT/GUARDIAN CERTIFICATION

By signing below, I (we) certify that the information provided in the application form and supporting documentation is complete and accurate to the best of my (our) knowledge.

FATHER'S /GUARDIAN'S SIGNATURE

DATE

MOTHER'S/GUARDIAN'S SIGNATURE

DATE