

# Financial Aid

**APPLYING FOR FINANCIAL AID AT MEADOWBROOK IS A TWO-PART PROCESS:**

**PART 1: Complete the MCSSO Funding Application (free)**

**PART 2: Complete a Needs Assessment in FACTS (fee required)**

**Both parts are required to be considered for assistance.**

**Parents are responsible to make sure all applications and documents are submitted.**

**If you have questions, please contact Jenn Deitrick in the MCS Finance Office at [jenn.deitrick@mcslions.org](mailto:jenn.deitrick@mcslions.org) or 570-284-8361.**

The process for reviewing financial aid applications once all documents have been submitted takes time and funds are limited. If you will be applying for financial aid, we strongly encourage you to submit your applications and documents when you enroll. If you are waiting on tax documents, begin the application process, submit documents as they are available, *and communicate your situation to the finance office*. **Financial aid is awarded for one year only and must be applied for annually. Previous awards are not a guarantee of a financial aid award or amount for an upcoming school year.**

## **FINANCIAL AID TIMELINE:**

- **MARCH 1:** MCSSO & FACTS begin accepting applications for the upcoming school year
- **MAY 15: Deadline for Applications\*:** All returning MCS families and new families enrolled before May 15 are required to have both the MCSSO and FACTS applications completed by May 15 to receive full consideration unless arrangements have been made with the school finance office. **Late applications submitted after May 15 will be subject to a 2% award reduction per week late.**  
*\*New families enrolling after May 15 must submit applications within 72 hours to receive full consideration.*
- **JUNE 15: Financial Aid Notification:** Tuition assistance offers emailed to families with completed applications. *Please be sure to check your email and respond!*
- **JUNE 30:** Deadline for families to accept or decline award offers. **Note:** Late responses may result in credits not being added to tuition accounts before July payment deadlines.

**SEE ATTACHED DOCUMENTS FOR FULL DETAILS AND MCSSO APPLICATION**

# Financial Aid

## DETAILED GUIDELINES

Meadowbrook Christian School offers limited tuition assistance on a first-come first-served basis to eligible families. This general guideline may help you: *If your annual tuition costs exceed 10% of your annual income, you may qualify.*

### PROCEDURE FOR TUITION ASSISTANCE:

There is a two-part application process to be eligible for tuition assistance at Meadowbrook Christian School: **(1)** a FREE application to receive funding through our own Meadowbrook Christian School Scholarship Organization (MCSSO), and **(2)** the FACTS assessment application (fee required). ***Both applications must be completed before you are eligible for consideration for tuition assistance.*** *Be sure to use the proper tuition amounts for each child, using discounts for multiple children.*

### PART 1: MCCSO (Meadowbrook Christian School Scholarship Organization) Funding Application

- Complete the attached MCSSO Scholarship Application.
  - Supply copies of all required documentation as listed on the application.
  - Submit completed MCSSO Application and required documentation to Jennifer Deitrick:
    - **Electronically:** [www.tinyurl.com/mcslions](http://www.tinyurl.com/mcslions)
    - **In person** by enclosing all documents in a sealed envelope addressed to Jennifer Deitrick and dropped off at the Meadowbrook reception desk during school hours, or
    - **By mail:** Meadowbrook Christian School  
C/O Jennifer Deitrick  
363 Stamm Road  
Milton, PA 17847
- **PLEASE NOTE: Email is NOT a secure way to submit sensitive financial information. Please DO NOT submit applications and required documents via email.**

### PART 2: FACTS NEEDS ASSESSMENT:

You will apply on-line at <https://online.factsmgt.com/signin/3NSXZ>. If you need assistance, call the FACTS Grant & Aid Parent Helpline at 866-315-9262.

After completing the online application, you will need to upload all required supporting documentation. Uploaded documents must be in PDF format and the size of each document must be less than 20 MB. FACTS will not accept mailed or faxed documents. Please DO NOT use your mobile device to photograph required documents due to problems with legibility.

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**The following supporting documents are required to complete the application process:**

- Copy of the most recent IRS Federal Form 1040, 1040A or 1040-EZ U.S. Individual Income Tax Return (the year of the tax return depends on the tax requirements of the school). If applicant and co-applicant file separately, we require both tax returns for the same tax year. We do not require State Tax Returns.
- Copies of all the current year W-2 Wage and Tax Statements for both the applicant and co-applicant. NOTE: If you are applying before you have received all the current year W-2 Wage and Tax Statements, please begin the application, and submit documents as soon as they become available.
- Copies of all supporting tax documents if you have business income/loss from any of the following:
  - Business - send Schedule C or C-EZ and Form 4562 Depreciation and Amortization
  - Farm - send Schedule F and Form 4562 Depreciation and Amortization
  - Rental Property - send Schedule E (page 1)
  - S-Corporation - send Schedule E (page 2), Form 1120S (5 pages), Schedule K-1 and Form 8825
  - Partnership - send Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825
  - Estates and Trusts - send Schedule E (page 2), Form 1041 and Schedule K-1

**\*IMPORTANT: If you file a tax return but do not have W-2 wages because you are self-employed, you are required to submit a copy of your current year Federal Form 1040 Tax Return, along with business tax forms as listed above.**

- Copies of all supporting documentation for household Non-Taxable Income such as: Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF). **If you do not file a tax return, you are required to provide documentation of all income received.**