



Business Office
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Educating and Developing the Whole Person for the Glory of God

January 18, 2012

TO: Student Tuition Aid Applicants for the 2012-13 school year

FROM: Sam Thomas, Business Manager

- (1) Submit a Parents' Financial Statement form (PFS) to **School and Student Services (SSS)** no later than March 5, 2012. **The recommended (and least costly) method to apply is online at sss.nais.org/parents**. If you prefer to file by manually completing the PFS, please request a form from Annette Metz in the Business Office, and allow ten days (prior to March 5, 2012) for mailing and processing. Please include all requested information including other sources of income, debt, and asset values.
- (2) Don't forget to submit the \$37 processing fee charged by SSS for online submission. Forms cannot be submitted to SSS without this processing fee. If you file manually, the fee is \$49 – manually filed forms will be returned by SSS if this is not paid. **I strongly encourage you to file your application online - this saves you and the Business Office time and money!**
- (3) Only one form is necessary even though there may be more than one child in the family. If you are applying for more than one student, please list the oldest child first.
- (4) Question #20 asks how much you can afford for educational expenses (tuition and matriculation, not dining fee) for your child. **This is a very important question to answer, and should not be left blank. The TCA tuition aid committee cannot consider your application if this question is not answered.**
- (5) Section B-SSS Code No. for Trinity Christian Academy is 7725. See list in booklet (Texas).
- (6) You must have your 2011 Income Tax return completed by March 5, 2012. 2011 amounts used on the PFS are those used on your 2011 tax forms. **NOTE: Families applying for tuition aid must send a copy of their 1040 Tax Return (plus applicable schedules) to TCA, ATTENTION: Sam Thomas, Business Manager, no later than March 5, 2012**. Mark the envelope Confidential.

IMPORTANT NOTE!: It is required that you participate in the new online re-enrollment process that begins January 23, 2012, even though you are applying for financial aid. By January 23, 2012, the entire TCA parent population will receive a unique access code for re-enrollment. Before the re-enrollment deadline of February 3, 2012, you must 1) log-in 2) complete all enrollment forms, 3) indicate in the contract section that you are applying for Tuition Aid and 4) submit the completed forms. It is not necessary for you to register with FACTS, the tuition payment provider, until the Financial Aid process is complete. **Once the Tuition Aid decisions are final, you will be mailed a contract, and instructions to enroll with FACTS and begin your online payments.**

ANOTHER IMPORTANT NOTE!: Please remember that your child's seats will be held securely for you while in process of applying for aid. **However, due to the increased volume of applications being received, your child(ren) will be removed from our re-enrollment list if you fail to complete ALL Tuition Aid Requirements by March 5, 2012. As a reminder, all tuition for 2011-12 (current year) must be paid in full prior to March 5, 2012. Tuition aid applications for 2012-13 will not be submitted to the STA committee for consideration if all 2011-12 tuition has not been paid.**

If you have any questions, please feel free to call me at (972) 931-8325, ext. 2910.

Thank you.