

CORNERSTONE CLASSICAL CHRISTIAN ACADEMY

FFNA Tuition Assistance Program

PLEASE NOTE:

- It is expected that families will pursue every other available means of financial assistance (family, other scholarship funds, etc.) prior to applying for aid directly from Cornerstone Classical Christian Academy. If other assistance is available to you, we expect that you will utilize it to make more of our funds available to other families in need.
- Every family is expected to pay a minimum of ten percent (10%) of the total tuition, regardless of the amount of assistance for which they qualify from FFNA and other sources.
- If a family qualifies for assistance from other scholarship sources or financial aid funds (other than Cornerstone Classical Christian Academy), these funds will be used to reduce the amount of assistance taken directly from Cornerstone Classical Christian Academy and will not necessarily reduce the family's tuition obligation to the school. Every family must pay the minimum amount determined by the FFNA assessment.
- Returning families will be given first priority in the distribution of available funds. After funds have been distributed to qualifying returning families, remaining funds will be used to assist qualifying new families.

How the FFNA Program Works

- Each family that wishes to apply for tuition assistance must complete the assessment form and enclose a copy of its most recent income tax form along with a processing fee. FFNA Assessment Forms are available from the school office.
- Each family will mail its packet directly to FFNA in the envelope provided.
- Fees for application processing are dependent on the desired turn-around time for processing. There is a **\$20.00** fee for "Regular Processing" (response time of four weeks). On-line applications can be processed in two weeks for **\$30.00**. Fast Back Fax processing (response time of two business days) is available for **\$40.00**.
- FFNA will review the financial data and recommend financial aid based on a standard method of computation. The formula used to determine FFNA's recommendation is based on the school's tuition structure rather than on national norms.

- After final review the school will be sent a report form for each family that applies for aid.

NEW ENROLLMENT:

- For the initial distribution of financial assistance funds the following dates apply. For applications received after the dates below, aid will be distributed ONLY as funds are available.
- The deadline date on which the school must have a response from FFNA for new families is July 1, 2007. Please note that this is not the deadline for submitting an application. This is the date by which the school must have a response from FFNA. If you wish to pay the low fee (\$20) for the four week "Regular Processing," you must submit your application prior to June 1, 2007.
- Notifications of financial aid amounts for new families will be made by July 10, 2007.

Reminders to Ensure Excellent Service from FFNA

- **Please print clearly using one letter per box.** Try to avoid touching lines inside the box. Answer all questions that pertain to you.
- **Don't forget to enclose a copy of your most recent federal income tax records. If you are applying for 2007 and do not have your 2006 taxes complete, please send your 2005 records.** Total household income is required. If you file IRS form 1040, please include a copy of schedule "A" – Itemized Deductions. Self-employed (Sole Proprietorship) individuals must include a copy of 1040 schedule "C" -Profit or Loss from Business.
- **Do not Copy, Staple, or Fold FFNA forms.**
- **Make a copy of your FFNA application form before mailing it.**
- **Return the FFNA form in the envelope provided.** Complete all information requested in the return address section of your envelope. Give **complete** school name, **School ID #4818**, and the school year for which you are applying. Do not use the initials of the school. **The school ID number is very important.** FFNA has **many** schools with the same name and, in some cases, the same name in the same state. Failure to include your school ID number will delay FFNA's response.
- **Make sure you enclose your processing fee:** \$20.00 for regular processing (4 weeks required); \$40.00 for fastback service (two-business day service from the date received by FFNA). Applications can also be completed on-line at **www.ffna1.com**. Applications completed on-line will be returned in two weeks. The on-line application fee is \$30.00.
- **When reporting tuition of children, use annual tuition figures.** Check with the school office to determine proper tuition. **List oldest child first.**

- Remember that it takes approximately four weeks from the time your application is received by FFNA for your application to be processed (Regular Processing for \$20). They must have a complete copy of your application, a copy of your tax return, and your processing fee before processing begins. Faster processing may be obtained for an additional fee (see above).
- In all correspondence with FFNA you must include your name, the complete name of the school, and the Cornerstone Classical Christian Academy ID # 4818.
- FFNA cannot disclose information concerning their assessment directly to parents. Recommendations are made directly to the school, which will take into consideration the amount of money budgeted for financial aid and the number of families that apply for aid.
- If Cornerstone Classical Christian Academy has not received your assessment report within four weeks, check to see if your check has cleared the bank. If your check has cleared your bank, ask for the date the check cleared and the name of the bank that received the deposit. This information should be on the back of your check. Ask the school office to call FFNA on your behalf.
- Should I report my monthly child support? Yes, however, all income is to be reported using annual figures.
- What do I need to do if my circumstances have changed since I completed my income tax forms? Write FFNA a note telling them what has changed. Give FFNA your best estimate of your annual income for the year in which you are applying for aid. Send them supporting documents, i.e., a letter from your employer giving your estimated income for the year.
- What if I have remarried and my husband is not financially responsible for my children? Sorry, but FFNA's policy requires that total household income is used in the assessment of financial need. You must report total household income even though you may have filed your income taxes separately.
- Why do you ask about charitable contributions? Charitable contributions that can be verified can help you qualify for aid by reducing your income below one of our cut-off points. If you itemize deductions, FFNA can use your income tax form to verify your contributions. If you do not itemize your deductions, it would be to your advantage to send FFNA a copy of the receipts that you receive from the organization that received your contributions.
- What if I have not filed income taxes for several years? FFNA must have some way to verify your annual income. A letter from your employer giving annual salary or a letter from Cornerstone Classical Christian Academy verifying the income information they will accept must accompany your application.
- What if I file for an extension? Send FFNA a copy of the extension plus a copy of your most recent income tax form.

Answers to Frequently Asked Questions

- Why can I not use the abbreviation for my school? There are approximately 9,000 Christian schools in the U.S., and the FFNA client base is nation wide. Even though Cornerstone Classical Christian Academy is known in the Northern Kentucky area, FFNA may not know our school by the abbreviations that are known locally.
- Why should I not copy, staple, or fold my application? Applications are scanned, and applications that are copied, stapled, or folded may not be read accurately. If you need another application, you can call the school office or download an application from the Internet (www.ffna1.com). Please mail all applications in the envelope provided or in a flat envelope.
- Are all questions important? Yes! Only leave questions blank that do not pertain to you. Print clearly and try to avoid touching the lines inside the box.
- What if I have important information that I do not believe is covered in the questions that you ask? If you feel that FFNA needs additional information, please include a note giving as much detail as possible. Tell how this situation has affected your ability to provide Christian education for your children. Try to limit your remarks to one page. If you believe you have special extenuating circumstances not addressed by FFNA, you may address them in writing to the school.

Non-Discrimination Policy

Cornerstone Classical Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, financial assistance and loan programs, athletic programs, and other school administered programs and activities.

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