



## Financial Assistance Application Instructions for 2018-19

CPA utilizes the online service of ISM's Financial Aid for School Tuition (FAST) to process applications. FAST will be the standard submission format for all applications. Applications may be completed starting Thursday, November 1, 2018.

FAST does not decide whether financial assistance will be given or how much to give; rather FAST provides a need-based financial aid analysis service which includes a recommendation of what a family should reasonably contribute toward tuition. All information from FAST is kept confidential. Results are reviewed through a blind process by the CPA/CPC Financial Assistance Committee.

As a reminder, families must reapply each year. To begin the process, please follow these instructions:

- Log onto [www.cpalions.org/FAST](http://www.cpalions.org/FAST) or
- Log onto CPA's website at [www.cpalions.org](http://www.cpalions.org)
  - Select Admissions > Tuition/Financial Assistance.
  - Click on the "FAST Application" link on the right side of the page.
- Click 'Start Application' to begin.
- The application process is self-guided. You may navigate in and out of the program allowing you to partially complete an application and return at another time. FAST has a 24/7/365 helpline should you have any questions. The helpline is **1-877-326-FAST (3278)**.
- There is an application fee of \$45. The fee is required at the time of submission and may be paid by credit/debit card (Visa, MasterCard or American Express). If you do not have a credit/debit card, please call Kathy Mitchell (615-301-3531) for assistance.
- After completing the online application, you will be required to upload or mail your 2017 federal tax documents including all schedules (and W-2's) and your 2018 W-2 form (when available) to FAST for verification.

Mailing address:

Independent School Management  
Attn: FAST Processing Center  
1316 N. Union Street  
Wilmington, DE 19806

**The online application submission deadline for all applications is Thursday, January 31, 2019.**

After you have submitted your application, please submit the required tax forms. Your 2017 federal tax return documents (including W-2's) and 2018 W-2 forms must be submitted to FAST no later than Thursday, February 14, 2019.

Award determinations will be made by Friday, March 1, 2019. Current CPA families may re-enroll students by the required Monday, February 11, deadline, pending the financial assistance decision. *Please contact the Office of Enrollment to request deferral of the commitment fee until you receive the financial assistance decision.*

While applying for financial assistance can sometimes be complicated, we hope you will find this process simple and straightforward. You may also be assured that among its many positive features, the FAST system has the ability to further secure your financial data and maintain the high degree of confidentiality that past recipients have appreciated.

Please feel free to contact the CPA Office of Enrollment with any questions.