



ST. JOHN'S EPISCOPAL SCHOOL

Emergency Tuition Assistance St. John's Cares Fund

One of the hallmarks of St. John's – in addition to its child-centered approach to learning and growing – is its strong community and partnership with families. We remain committed to both as we traverse the new challenges and opportunities of operating during a pandemic.

We understand that the economic fallout associated with the pandemic has affected some of our families. Please know we want our community to stay strong and intact, and per the Board of Trustees approval, have new options for emergency tuition assistance.

As we approach the initial June 1 payment date for 2020-21 tuition, please contact [Linda Wilson](#), Director of Finance & Financial Aid, if your finances have been significantly impacted by the pandemic and you are exploring ways to meet the financial obligations of your child's St. John's experience. By contacting us, we gain a more accurate accounting of the need in our community and can better help you understand how we might support you.

Ways We Can Help

- Creation of a custom payment plan to address immediate, short-term cash flow concerns. To discuss your personal situation with Linda Wilson, Director of Finance and Financial Aid, request an appointment by emailing [Linda Wilson](#).
- Option to change pre-selected annual tuition payment to semi-annual or monthly plan without incurring a penalty and fees. NOTE: Tuition insurance will still be required for the monthly payment option. To make a change to your payment plan, email [Linda Wilson](#).
- If either of the first two options are insufficient to meet the need of your situation, you may apply for a temporary, emergency need-based financial aid grant. Emergency Tuition Assistance will be considered for one semester at a time. To be considered for the second semester, you will need to provide updates to your documentation. The process for the second semester will begin on November 1, with award notifications being sent by November 30. Self-employed applicants will need to provide a balance sheet and profit and loss statements as of September 30.

We recognize that this situation is evolving. While our first deadline for emergency financial assistance is May 25, families who find they encounter new need past the deadline are encouraged to contact [Linda Wilson](#).

Emergency Tuition Assistance Application
Due by May 25

Process for families who applied for regular 2020-21 tuition assistance.

- Brief summary as to reason emergency assistance is being requested and the amount of additional assistance needed
- Proof of salary reduction and/or job loss via official documentation from company, former or current, such as paycheck stubs pre- and post-pandemic or furlough letter
- If self-employed, Balance Sheets and Profit and Loss Statements for the periods ended March 31, 2020 and June 30, 2020 (or most recent)

Process for families who did NOT apply for regular 2020-21 tuition assistance.

- Complete an online application through the FACTS Grant & Aid Assessment process by May 25. FACTS is a third-party professional corporation that accepts and processes the data necessary for the School's tuition assistance committee to assess appropriate need. The recommendations provided by FACTS offer a guideline to follow when making awards. The FACTS application requires the following documents:
 - IRS Federal Income Tax Return, including all supporting schedules (the year of the tax return depends on the tax requirements of your school). If applicant and co-applicant file separately, we require both tax returns for the same tax year.
 - Copies of all the current year W-2 Wage and Tax Statements for both the applicant and co-applicant.
 - 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 will be required to submit a copy of your current year Federal Form 1040 Tax Return.
- In addition to the FACTS application, you will need to provide the following additional supplemental documentation for Emergency Tuition Assistance.
 - Brief summary as to reason emergency assistance is being requested
 - Proof of salary reduction and/or job loss via official documentation from company, former or current, such as paycheck stubs pre- and post-pandemic or furlough letter
 - If self-employed, Balance Sheets and Profit and Loss Statements for the periods ended March 31, 2020 and June 30, 2020 (or most recent)

Financial Assistance Committee Considerations

- The Committee will strive to meet 100% of demonstrated need, as emergency funding considerations allow.
- Any tuition grants awarded during this period will be considered as temporary, emergency need-based awards due to financial loss sustained by circumstances directly related to COVID-19.
- Final decisions will not be given until all applications received by the May 25th deadline can be assessed at the same time.
- Families with financial needs after the May 25th deadline should contact [Linda Wilson](#) for assistance.