



## FAST Application Procedure

We utilize the online service of Financial Aid for School Tuition (FAST) to process financial aid applications. FAST does not decide whether financial aid 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 by the Financial Aid Committee, which makes the final award determination.

As a reminder, you must reapply each year. To start the process, please do the following:

- Click on the “FAST” button in the Admissions section under Tuition and Financial Aid.
- The application process is self-guided. You may navigate in and out of the program allowing you to partially complete an application, save it, and go back to it at another time. FAST provides a 24/7 helpline at 1-877-326-FAST or email [help@ismfast.com](mailto:help@ismfast.com).
- **Payment:** At the end of the session, the FAST system will ask you to enter a credit card number or a voucher number to pay the application fee. **Do not pay.** Instead:
  - Returning families:** contact the Business Manager to get a voucher payment number to enter instead of your credit card number.
  - New admission applicants:** *stop at this point* and submit the following information in a sealed envelope to the Business Manager, who will arrange for payment.
    - Applicant name
    - User Login
    - Password

The financial aid application should be completed and the above required information submitted at the same time that the application for admission is submitted.

**After completing the online application you will be required to send your current tax returns for both state and federal taxes with all schedules and W-2's to FAST.**

Once payment is made (by voucher or the school), you will see an option to “Submit your tax forms electronically”.

Or you can mail your tax forms to:

FAST Processing  
ISM  
1316 North Union Street  
Wilmington DE 19806-2594

- **Including the School's name on the outside of the envelope will ensure faster processing of your application.**
- Your tax return must follow the submission, and be postmarked no later than two weeks after submission. (Envelopes are available from the Business Manager)
- The online submission deadline for re-enrolling applicants is **February 15.**
- **Make your tax appointment early.**

If you are a returning family and will have additional student(s) applying we will adjust the number of students and award (if necessary) once enrollment decisions have been made for new applicants.

**Notification:** The goal is to have an award determination and notification to families prior to the deadline for making your enrollment or re-enrollment decision.

**Returning families:** notification will be made two weeks prior to the due date (March 15) of the tuition and fees re-enrollment contract. A revised tuition and fees contract will be mailed along with the award letter.

**New admission applicants:** notification will be made at the same time as offer of admission.