2022-23 Financial Aid Application Instructions
NOTE: APPLICATIONS MUST BE POSTMARKED OR DELIVERED TO THE SCHOOL BUSINESS OFFICE BY MONDAY, FEBRUARY 7, 2022

We are pleased to open our Financial Aid application process for the 2022-2023 school year. All application information can be found in our school website under the Apply section, Tuition & Fees. Before discussing the application, a few items bear mention regarding the overall process. The first item is that the Financial Aid Committee is sensitive to the type of information collected from your application and, accordingly, will maintain strict confidentiality in its deliberations. Secondly, the Committee endeavors to distribute awards among qualified applicants on the basis of age, grade, performance, lead academics, and behavior that meet the standards and expectations of Laurence School as well as the assessed financial need. Should you feel that the application questions do not fully capture the circumstances affecting your family, please feel free to attach a note or explanation to your application. The Committee will consider all information that is made available. Award notifications will be mailed to you in March.

The full application consists of two components; one for the School (Confidential Financial Aid Application, or "CFAA" form which is available in the Financial Aid Section under the Admission page of the school website) and another that is used by our independent evaluator from whom we seek guidance, called FAST. The FAST application may be filled out via their secure website, to which you will find a link under the Tuition & Fees page on the Apply section of the school website. You will be directed to the FAST application on-line.

Before you begin filling out the forms, you will need to collect the following items:

- **All 2020 and 2021 W-2 and 1099 forms from your employer(s).**
- **Your completed 2021 federal tax return (e.g., form 1040) and all supporting schedules.**
- **Your completed 2021 federal tax return (e.g., form 1040) and all supporting schedules.**
- **A check register or similar method for calculating monthly household expenses (e.g., mortgage and rent, insurance, groceries, etc.).**

After completion, the CFAA form can be mailed to Shawn Shahmiri or Beth Kaplan in the Business Office at Laurence School or dropped off at the Business Office. The FAST application is filed online and has a $48 processing fee (to be paid online with a credit card or ATM card). Remember to include (scan and attach) all necessary supporting documentation as listed and required by FAST. For assistance in submitting the online application, please call FAST at (877) 326-3278 and NOT the school.

Families who are currently receiving aid must reapply each year and be current with all prior financial obligations to the School, i.e. tuition, fees, etc. before being eligible to receive assistance for future attendance. **Financial Aid applications for each year are evaluated independently and are not considered based on prior history of financial aid for the applicants.**

If you have any questions about this information or filling out the CFAA forms (these are the school's forms), please do not hesitate to call the Business Office at (818) 782-4001. **For your application to be reviewed, all information must be completed and received by the Business Office on or before Monday, February 7, 2022. Applications which are received after the deadline, or which are incomplete, will be considered only after our initial awards have been made and will be subject to the availability of funds.**

LAURENCE SCHOOL

Financial Aid Application
Frequently Asked Questions

- **What if my 1040 form and supporting schedules for calendar year 2021 are not completed?**
  - You do <u>not</u> need to rush through your 2021 federal tax return in order to apply for aid. It is certainly helpful if the return is available since it presents your most recent financial information. However, if it is not available before the application deadline, fill out the FAST and CFAA forms using estimated 2021 values. **<u>In the absence of your 2021 tax return you MUST include your 2020 form 1040, supporting 2020 schedules, and W-2/1099 form(s) for 2021. Applications not supported by your 2021 W-2 and 1099 forms or 2020 tax return will not be considered under any circumstances.</u>**

- **I am a divorced or separated parent. Does my former partner need to fill out the application?**
  - Laurence School will consider the assets of both natural parents before making any award and cannot be bound by the assertion that one parent has disclaimed responsibility for educational expenses, unless a court order is in place to such effect. If such a court order exists, a copy must be submitted along with the application. In addition, Laurence will consider the assets of stepparents; however, we understand that the stepparent's first obligation is to his or her natural children.

- **What do I do if I don't have all of my 2021 W-2s or 1099s?**
  - Your reported W-2 and 1099 earnings are essential factors in reviewing your application. The most effective way to receive them in a timely fashion is to contact your employer(s) now and confirm that they will be mailed prior to the IRS deadline of January 31.
  - **<u>Applications not supported by your 2021 W-2 and 1099 earning statements will not be considered under any circumstances.</u>**

- **Do I list all of my children on the top section of the CFAA?**
  - No, only list those children for whom financial aid is requested. Children for whom aid is not requested should be listed at the bottom of page 1.

- **On the CFAA form, there are expense columns for each guardian. My household expenses cannot be separated that easily between parents / guardians. How should I fill out the form?**
  - The two-column format is designed to accommodate dual households or separated families. If this is not your case, include all of the expenses in the "Guardian 1" columns and ignore the "Guardian 2" columns.

- **What information is sent to the School and/or FAST?**

Form Name	To the School	To FAST
CFAA	✔	
FAST Online Application		✔
Copy of all W-2/1099s	✔	✔
Copy of Federal Tax Return	✔	✔