

Dear WCS Families,

WCS offers tuition assistance to families for those who are unable to pay full tuition because of financial need. In order to determine eligibility, WCS uses the Family Financial Needs Assessment organization (FFNA), an independent third-party agency, to evaluate and provide an unbiased and confidential assessment of a family's need for financial assistance.

### **Submitting an Application**

FFNA offers two ways to apply: a paper application and a convenient online application. **Paper application forms are available in the school office.** Please remember to enclose your income tax information with the application. If you wish to fill out your application **online**, please log on at: **www.ffna1.com** and click on "**Parents**", then "**Parent Online Application Form**". You will need to use the school code, **1522**, on the application. Please note, if you do apply online, you will still need to send or fax your income tax return to FFNA.

### **Application Fees**

There are **three methods** used by FFNA in submitting an application:

- **Regular Application**      **\$20**      **Four week processing time**
- **Online Application**      **\$30**      **Two week processing time (Please use school code 1522)**
- **FastBack Application**      **\$40**      **Three day processing time**

### **Deadlines for Submitting an Application**

- **Regular Application**      **Mailed by May 1, 2009**
- **Online Application**      **May 22, 2009**
- **FastBack Application**      **May 22, 2009**

Those who do not meet the above deadlines may still apply, but in order to notify parents of their tuition assistance in a timely manner, priority will be given to those who apply by the above dates.

When applying for tuition assistance, it is the parent's responsibility to ensure the application submitted is complete. FFNA will not begin processing your application until all documentation is complete. If you have a situation which requires an explanation beyond the scope of the application (for example, a significant change in income due to the loss of a job or otherwise), please include a brief letter of explanation.

### **Notification**

FFNA will send the results to the school office to forward to the FFE Board for review. The FFE Board will review the results in June. The FFE Board hopes to notify parents of their tuition assistance award by June 12, 2009.

For further information, please visit FFNA's website at **www.ffna1.com**.

Thank you,

FFE Board