



TUITION ASSISTANCE (TA) PROGRAM

LEXINGTON CHRISTIAN ACADEMY

450 West Reynolds Road, Lexington KY 40503

(859) 422-5700 * www.lexingtonchristian.org

OVERVIEW

It is Lexington Christian Academy’s desire to make a Christ-centered education accessible to as many families as possible. LCA’s tuition assistance (TA) program was developed to help bridge the gap between the expense of tuition and what a family can afford. Families must submit a TA application for each student for each of the school years for which assistance is requested. All applicants are advised that awards will most likely change (increase or decrease) each year. The amount awarded to each applicant each year will be based on an analysis done by an independent third party as selected by the school and based on available funds. TA awards only apply tuition and not to fees of any kind. ***LCA’s TA program serves families whose children will be attending Transitional Kindergarten – 12th grade. Preschool students are not eligible to receive TA.***

HOW TO APPLY

Once your family has re-enrolled and established a FACTS Tuition Management (FACTS) ID and password, use this information to login and apply for TA. The system will guide you through the steps to complete the online application.

CONFIDENTIALITY

Financial information submitted in support of TA applications is held in confidence.

PRIORITIES

Each year the need for assistance is significantly more than the amount budgeted. The amount of available funds declines over the application period. Applicants are strongly encouraged to submit fully completed applications with all required documentation in a timely manner.

Consideration for budgeted TA dollars is given in the following order subject to the application completion date:

1. Applications from current families (Transitional Kindergarten-12th Grade) who have:

- Completed their students’ online re-enrollment materials; paid their re-enrollment fees; resolved past due balances, and completed the TA requirements by the designated deadlines.

2. Applications from new families (Transitional Kindergarten – 12th Grade) who have:

- Completed their students’ online enrollment materials; paid their enrollment fees; and completed the TA requirements by the designated deadlines.

TA CALENDAR

February 12 th	Families can apply online
March 15 th	Priority deadline for submitting fully completed TA applications along with all supporting documentation
April 15 th	Final deadline for submitting fully completed TA applications along with all supporting documentation
April-June	TA committee review
May-July	Communication of TA awards

*****After April 15th, the TA Committee will review additional TA applications on a case-by-case pending the availability of TA funds.*****

TA POLICY

LCA families and employees may apply for TA for students in grades TK-12. The TA application process must be completed for each student for each of the school years for which assistance is requested. All applicants are advised that awards will most likely change (increase or decrease) each year. The amount awarded to each applicant each year will be based on an analysis done by an independent third party approved by KHSAA (third party) selected by the school and based on available funds. TA awards only apply to tuition and not to fees of any kind.

TA Budget

The Board of Directors shall annually set the amount of TA per enrolled student to be granted for the next school year prior to the commencement of the enrollment / reenrollment process.

The TA Committee

The TA Committee shall be comprised of the Director of Finance, the Finance Committee Chair, and one additional Board member assigned by the Finance Committee Chair. The Head of School, the Director of Constituent Relations, and other individuals may provide information to the TA Committee but shall not participate in the award of TA.

Prior to the commencement of the enrollment / reenrollment process, the TA Committee shall review and approve the third-party's calculation of need methodology so that this methodology is consistent for all applicants. The TA Committee is responsible for determining the application process and procedures prior to the start of enrollment/reenrollment. The TA Committee shall not award a TA amount that is greater than the third party's calculated need including the application of institutional adjustments upon appeal. TA Committee decisions where an award is changed based on appeal, along with relevant documentation will be reflected in the third-party's system.

Compliance with Kentucky High School Athletics Association (KHSAA)

For the purposes of this policy, TA applications and awards will be processed in compliance with KHSAA Bylaw 11 or its equivalent. Tuition and fees may only be paid by immediate family. KHSAA defines immediate family as the student and the student's father, mother, brother, sister, step-father, step-mother, step-brother, step-sister, husband, wife, aunt, uncle, or grandparent. A family may elect to receive assistance from a church or organization independent of LCA, however, in accordance with KHSAA Bylaw 11, the student will not be allowed to compete in high school athletics in the academic year they receive the assistance.

Appeals

For an appeal to be considered it must be made in writing and include all supporting documentation, must be received by the Director of Finance within seven (7) days of the qualifying event, and at least one of the following five qualifying events must have occurred after the application date. Appeals will be reviewed by the TA Committee and a decision will be made on changes (if any) to the institutional adjustment for such applicant. If an institutional adjustment is made, the adjusted financial information shall be resubmitted through the independent third party for calculation of a new need determination. The five (5) qualifying events are:

- Death of a parent or guardian who is a member of the student's household, or is providing significant financial support.
- Unemployment that persists for more than sixty (60) days of a parent or guardian who is a member of the student's household, or is providing significant financial support.
- Out-of-pocket expenses for medical care, major home repair (e.g. roof, HVAC, plumbing, major appliances), and automobile repairs that are significant and were unforeseeable on the application date.
- TA award for a returning student that declines significantly when there has been no corresponding improvement in the family's financial position. To qualify, the student must have received TA from LCA and completed the prior school year at the school.
- Factual errors or omissions in the family's application.

FREQUENTLY ASKED QUESTIONS

Who do I contact if I have any questions? Please email your questions to jnewman@lexingtonchristian.org.

Who is the third-party organization who determines if a family qualifies for TA? LCA utilizes the services of FACTS Grant and Aid Assessment, a company that provides confidential needs-analysis and assessments of TA applications. The help of an outside company helps to insure your family's confidentiality. The TA committee makes final decisions based on the recommendations provided to them by FACTS Grant and Aid Assessment.

Is there an income requirement (e.g., family's income must be less than \$40,000)? No, FACTS Grant and Aid Assessment does not identify an income requirement.

How long does the process take? It process normally takes 3 to 4 weeks for applications to be processed. However, in order for FACTS Grant and Aid Assessment to complete their analysis of the application, the family must submit all of the required documentation (e.g., tax returns, etc.) Once FACTS Grant and Aid Assessment has completed their analysis, the TA committee will meet and review their recommendations. Based on the current schedule, the committee will review FACTS Grant and Aid Assessment's recommendations in April-June and then communicate the awards in May-July.

Who makes the final decision regarding TA awards? LCA's TA committee makes the final decision regarding TA awards.

Is there an appeal process? For an appeal to be considered it must be made in writing and include all supporting documentation, must be received by the Director of Finance within seven (7) days of the qualifying event, and at least one of the following five qualifying events must have occurred after the application date. Appeals will be reviewed by the TA Committee and a decision will be made on changes (if any) to the institutional adjustment for such applicant. If an institutional adjustment is made, the adjusted financial information shall be resubmitted through the independent third party for calculation of a new need determination. The five (5) qualifying events are:

- Death of a parent or guardian who is a member of the student's household, or is providing significant financial support.
- Unemployment that persists for more than sixty (60) days of a parent or guardian who is a member of the student's household, or is providing significant financial support.
- Out-of-pocket expenses for medical care, major home repair (e.g. roof, HVAC, plumbing, major appliances), and automobile repairs that are significant and were unforeseeable on the application date.
- TA award for a returning student that declines significantly when there has been no corresponding improvement in the family's financial position. To qualify, the student must have received TA from LCA and completed the prior school year at the school.
- Factual errors or omissions in the family's application.

Can I apply for TA after the published deadlines? After April 15th, the TA committee will review additional applications on a case-by-case basis pending the availability of funds.

What if there is a unique circumstance (e.g. loss of job, return to school, etc.)? Families are encouraged to communicate any unique circumstances to LCA's Director of Finance for guidance and further assistance.

Do I need to re-enroll prior to applying for TA? Yes, families are required to re-enroll prior to applying for TA. If you have any questions or concerns about re-enrollment, please contact admissions@lexingtonchristian.org. If you have TA questions, please contact jnewman@lexingtonchristian.org.

Can the TA award be applied to the student's re-enrollment fee or grade level fee? No, every family pays 100% of their student's re-enrollment fee and grade level fee.