



Parent's Guide to Financial Aid

Updated January 22, 2020

Summary of the Financial Aid Request Process

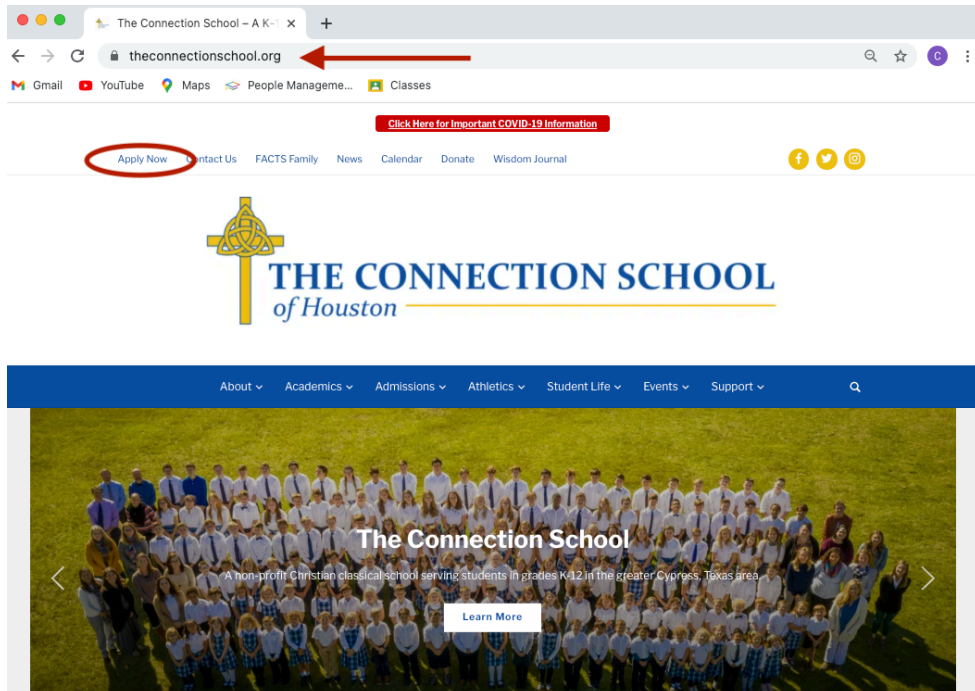
1. Parents complete a new student application or returning student re-enrollment form.
2. Parents complete the application for Financial Aid
3. School considers both the new student application or returning student re-enrollment form simultaneous with the request for Financial Aid
4. Parents are notified once the school determines the Financial Aid awards and are given the option to accept or decline the award.
5. Parents of new student applicants who accept the award are invited to continue with the admissions and enrollment process.
6. Parents of returning students who have completed their re-enrollment form and accepted the award can consider their re-enrollment process complete.
7. Financial Aid is included in the Tuition Payment Plan finalization step completed by the school office once all the other steps in the admissions and/or enrollment processes are completed.

Per our Financial Aid Policy (attached to the end of this document), Financial Aid awards are granted on a limited basis according to need. Therefore, each request for Financial Aid must be taken through an online application process facilitated in part by FACTS Grant & Aid. This online application will ask for information about your current and expected financial situation in order to help us determine your qualified need for Financial Aid. In addition, you must also submit financial documents to support the information you report on your application.

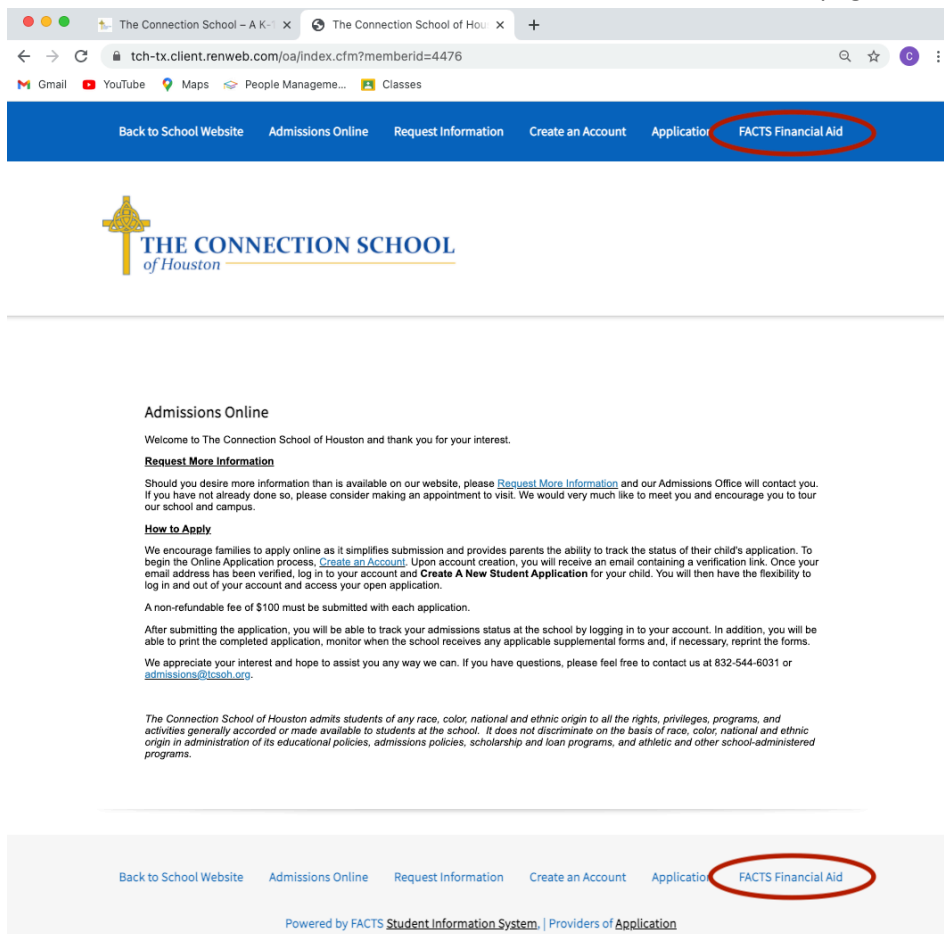
Continue to the next page for instructions on how to complete the Financial Aid application.

A. Access the Financial Aid Application

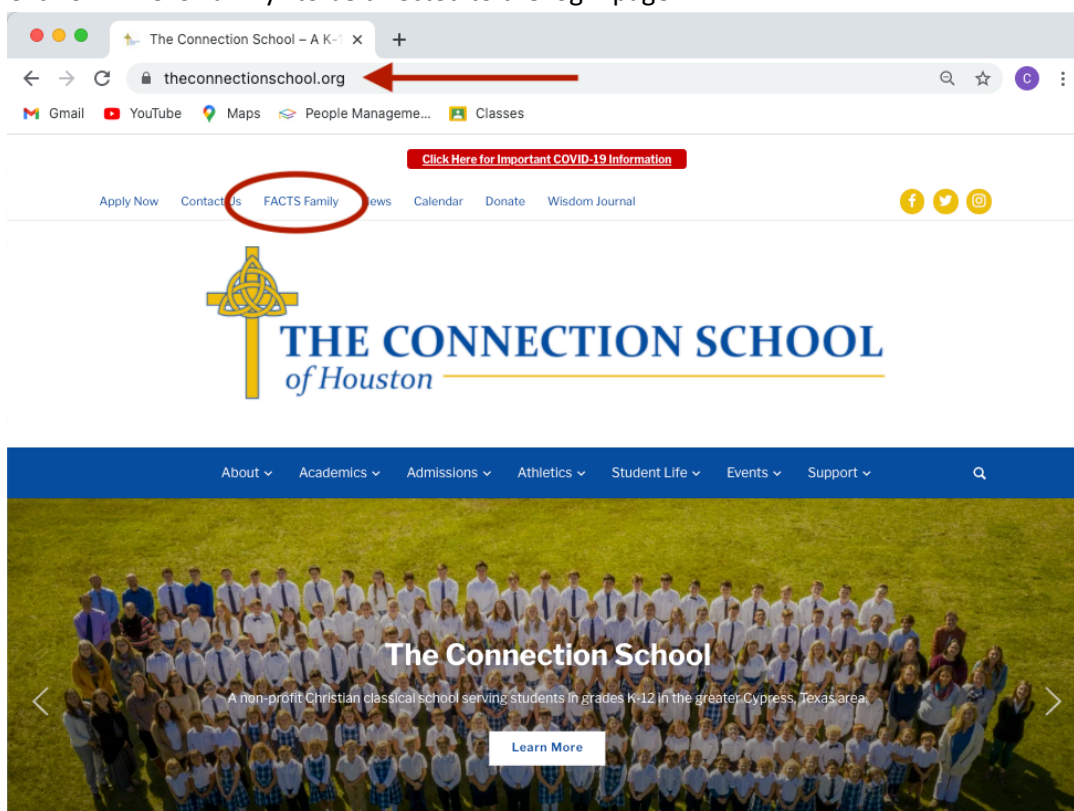
- a. Parents of new students may access the Financial Aid application via a link from the Online Application webpage
 - i. Go to the TCS website (www.theconnectionschool.org)
 - ii. Click on “Apply Now” to be directed to the Online Application page



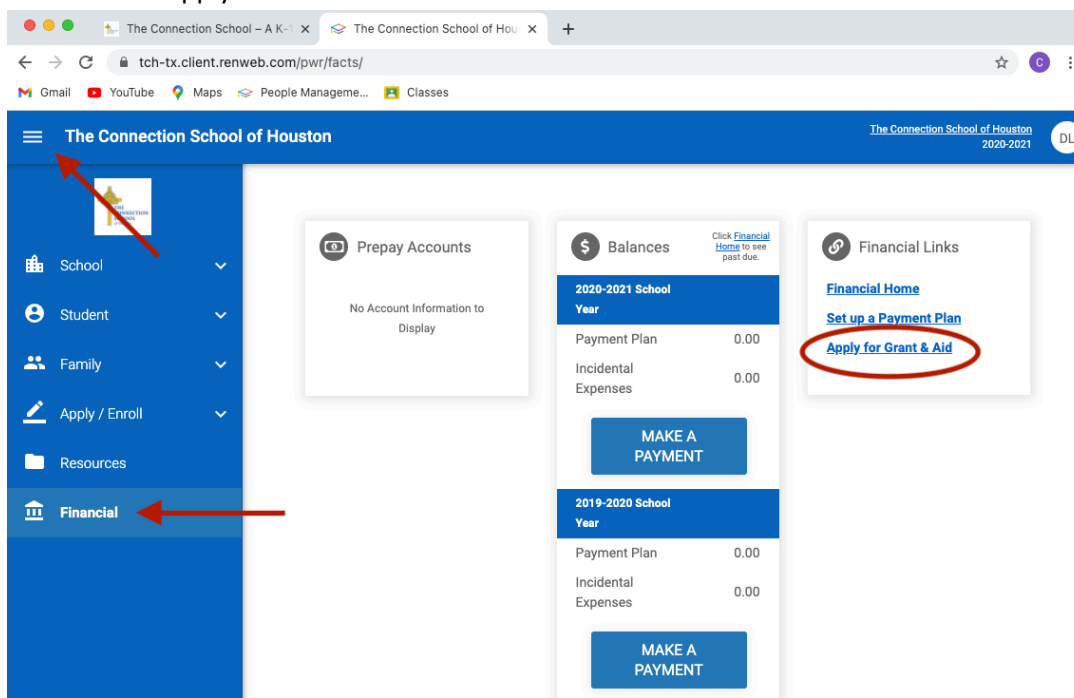
- iii. Click on the “FACTS Financial Aid” link in the header or footer of the page



- b. Parents of returning students may access the Financial Aid application via a link from the Financial section in FACTS Family Portal (formerly ParentsWeb)
- Go to the TCS website (www.theconnectionschool.org)
 - Click on “FACTS Family” to be directed to the login page



- Enter your login credentials (Our district code is TCH-TX)
- Navigate to the Financial Section
- Click on the “Apply for Grant & Aid” link



- c. Once you are directed to the website for the FACTS Grant & Aid Application, you will be prompted to login or create a new account. Even though you may have another FACTS account (FACTS Financial or FACTS Family), these account credentials for the Financial Aid application will be different.
 - i. If you have applied for Financial Aid before, click “Sign In” and enter your credentials
 - ii. If it is your first time applying for Financial Aid, click “Create an Account” and follow the prompts

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B. Complete the Online Financial Aid Application Form

- a. After logging in, you will be prompted to select the school year you wish to apply for aid.
- b. Then, you will be prompted to select our school. Search by zip code “77433” and find The Connection School.

Return to Sign In Page

To access your institution's sign in page, choose one of the following options.

☐ I have a Registration Code

☒ Search for my Institution ?

Institution Search

Enter ZIP code, City or State to see a listing of institutions in that area.

77433 or City -- Select -- Search

Click on the name to access the sign in page for your institution.

Institution Name	City	State	ZIP
The Connection School of Houston	Cypress	TX	77433

Page size: 10 1 items in 1 pages

Filter names starting with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | Show All

- c. Finally, general instructions on how to complete the form will be displayed. Click next to begin the application form.

The screenshot shows a web browser window with the URL `online.factsmgt.com/ga/application/3281108/what-to-expect`. The page is titled "What To Expect" and features a video player showing a laptop with the FACTS logo. Below the video, there are sections for "Application Fee", "Navigation", and "Required Documentation". At the bottom, a green "Begin Application" button is circled in red.

Application Fee

There is an estimated **one-time non-refundable application fee of \$35.00 per household**. This may change based on your selected school(s). The same application can be applied to multiple institutions provided they use the FACTS Grant & Aid Assessment services. We accept all major credit cards (Visa, Master Card, American Express, Discover).

Navigation

You will see the progress of the application on the left (desktop) or top (mobile) of your screen. The status of each section is represented with the following icons.

- Complete
- Errors that must be corrected

The form is automatically saved as you progress through by clicking the "Previous", "Save & Continue", or "Save & Exit" buttons.

Required Documentation

Depending on your application some or all of the following documents may be required.

- Copy of U.S. Individual Income Tax Return, supporting schedules, and business returns.
 - 2019 IRS Federal Form 1040, Schedule 1, Schedule 2, Schedule 3
 - 2020 IRS Federal Form 1040, Schedule 1, Schedule 2, Schedule 3
- Copies of [W-2 Wage and Tax Statements](#).
- Copies of supporting documentation for household Nontaxable Income.

A complete list of required documents will be available once you have submitted your application along with instructions on how to upload your documents.

Begin Application

- d. If you cannot complete the form in one sitting, save your progress before you leave the website and you can come back and finish it at a later time.
- e. When you have completed all the required fields in the form, be sure to review the information and submit the form.

C. Pay the Financial Aid Application Fee

- a. Upon submitting the Financial Aid Application, you will be prompted to pay a \$35 fee. This fee is collected by FACTS for providing this application service to our school. The application will not be submitted unless this fee payment is successful.

D. Provide Documentation to Support Your Application Information

- a. During the application process you will have the opportunity to upload documents to serve as proof of your reported financial situation. If these are not available at the time you complete the application, you may log back in later and upload the required documents.
- b. Providing documentation to serve as proof is a required part of the application process as it is used to verify your reported information. Without these supporting documents, your application will be considered incomplete and will not be reviewed for consideration.



FINANCIAL AID POLICY

“Financial Aid” is defined as any assistance facilitated by the school, either directly or indirectly, to reduce the financial obligation related to a student’s enrollment or participation with The Connection School. This may include but is not limited to tuition and/or fee reduction, reduction of other fees associated with enrollment or participation, and modified or irregular payment schedules. Financial Aid awards do not require repayment.

The Connection School desires to make Christian classical education available to families without the barrier of financial ability. Therefore, the school designates a limited portion of funds to assist families with the financial obligations associated with enrollment or participation who have a proven need and who would not otherwise be able to benefit from the ministry of The Connection School.

Financial aid is available to all families, both new and returning, is based on a proven financial need, and is granted on a first come, first serve basis. Financial aid eligibility is determined after the student has applied and has been accepted for enrollment. Financial aid is awarded at the discretion of the school administration based on the determination of financial need and amount of funds available for assistance. Financial aid eligibility is determined each school year through the completion of a confidential financial aid application and interview with school administration. Financial aid awards do not automatically renew for the next school year.

Families applying for or receiving financial aid must be considered to be in good-standing with the school. This may include but is not limited to demonstrating appropriate Christ-like actions among the school community, demonstrating academic effort and appropriate progress, appropriate attendance to classes and involvement in school functions, ability to maintain the agreed upon financial commitment. Families receiving financial aid awards are also expected to communicate with school administration at first chance if their financial situation changes so the financial aid award can be adjusted accordingly.

The Connection School of Houston admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

A family’s failure to present their financial need truthfully and to the best of their knowledge and ability, and/or their failure to maintain good-standing with The Connection School may result in denial of their financial aid request or repeal of their financial aid award. The Connection School makes no guarantees in its administration of financial aid.