



The Academy Of the New Church Secondary Schools Instructions for Application for Financial Aid

These are the instructions for the Application for Financial Aid for students attending the Academy of the New Church Secondary Schools. Only one application should be completed when there is more than one student in a household attending the Secondary Schools. Parents applying for both Secondary School students and Bryn Athyn Church School students may complete one application and give permission for the two financial aid offices to forward information to each other as needed to complete the award process.

Who is the Applicant?

The applicant is defined as the parent or parents of the student who is attending the Academy of the New Church Secondary Schools. If the parents of the student are divorced, then the custodial parent, that is, the parent with whom the student is living, is generally considered the applicant. Exceptions to this rule are made if there is a legal agreement requiring the non-custodial parent to pay for education.

A student may be considered to be self-supporting or independent if he or she is officially an orphan or ward of the Court. If the student is determined to be independent by the Associate Director of Financial Aid, then the student is the applicant.

Please contact Wendy Cooper, Associate Director of Financial Aid, at 267-502-2630 if there is any question about who is to be considered the applicant.

Filing Deadlines

Applications for financial aid must be filed by **May 1st** in order to receive priority consideration. The final deadline is June 1st; applications received after this time will be considered late. The Financial Aid Committee cannot guarantee that sufficient funds will be available to award the full grant for which the family is eligible if the application is late.

For students initially applying to the Secondary Schools after June 1st, the filing deadline for financial aid is two weeks after the date the student's application to school is received.

Generally speaking, financial aid is awarded on a first-come, first-serve basis. Early filing of your financial aid application is encouraged.

Where Should the Application Be Sent?

The completed application for financial aid should be sent to:

The Academy of the New Church
Attn: Wendy E. Cooper
PO Box 711, 801 Tomlinson Road
Bryn Athyn, PA 19009-0711, USA
(Fax: 267-502-4866)

Please enclose a **signed** copy of your **2007 Federal Income Tax Return** with your application (form 1040 or equivalent). The Financial Aid Office will not process your financial aid application until a **signed** copy of your Federal Income Tax Return is received.

When Will I Find Out The Results Of The Application?

We generally begin processing applications for financial aid in March. If you have submitted your application early it may be several weeks before you receive notification. You will be informed of the results of your application by

letter. You are welcome to contact the Financial Aid Office to inquire after the status of your application at any time: 267-502-2630, or financialaid@anc-gc.org.

Do I Have To Reapply Each Year?

Yes, applicants for financial aid must reapply each school year. Receipt of financial aid in one year does not guarantee eligibility for succeeding years. Likewise, ineligibility for aid in one year does not necessarily imply ineligibility in succeeding years.

What If The Student Is An International Student?

Fill out the application as completely as possible. If you do not use U.S. dollars in your answers please state what currency you are using. Include a copy of the income tax return you must file with your national taxing agency. Provide handwritten translation on the return itself if it is printed in a language other than English. If you are not required to file an income tax return, please state this on the front of the application, and answer the questions about your income and financial resources to the best of your ability, attaching whatever documentation you have available.

Page 1: Applicant's Household Information

Please enter the full name and address of the applicant where indicated. Your response letter will be sent to the home address indicated here. If you use an email account on a regular basis, you may note it here as a convenient method for us to contact you about your application if necessary.

You may request financial aid for Academy Secondary Schools and Bryn Athyn Church School students all on one application form. If you would like us to forward a copy of your application to the Bryn Athyn Church School to be considered for aid for the elementary school students in your household, please check the box to authorize this action.

Please list each member of your household and indicate age, relationship to you, and occupation. For each person with the occupation of "student," please indicate the school that person will be attending, his or her grade level/class, and for Academy Secondary School students, whether or not he or she will be living in the dormitory. Please do not omit the applicant's age, as this is used as part of the calculation to determine how much of your income is protected/unavailable for educational expenses.

Page 2: Income, Expenses, and Assets

Use your completed 2007 federal tax return to provide information about your annual income and expenses. Please note that it is the *household* income and expenses that are considered, so the income and expenses of step-parents are to be included if they are part of the household.

Examples of "other" untaxed income and benefits include: deductible IRA and Keogh payments; contributions to tax-deferred pension and savings plans (401k, 403b, etc.); amounts withheld from wages for dependent care and medical spending accounts; housing or living allowances; tax-exempt interest income; foreign income exclusion; untaxed portions of pensions; welfare benefits; veterans non-educational benefits; worker's compensation; cash gifts received or money paid on your behalf; parsonage allowance for members of the clergy.

Provide the total amount of real estate taxes paid in 2007 for your principal home residence. Include school and county taxes. If you do not own the home, enter zero.

Write in the amount of money the applicant and the applicant's spouse paid in 2007 for medical and dental expenses, including insurance premiums. Do not include amounts paid for the applicant by an employer. Do not include amounts covered by insurance or health insurance deductions for the self-employed, which are included on IRS form 1040 line 29, and therefore are already counted as a deduction for your Adjusted Gross Income.

Write in the total amount of money that the applicant and applicant's spouse paid in 2007 for elementary and secondary school tuition for family members listed on page 1. Do not include any tuition paid for the student(s) named on this form for whom you are applying for financial aid. Do not include any tuition paid for pre-school or college. Tuition does not include room, board, books, transportation, etc. Do not include tuition paid by scholarships.

Provide the total support you paid in 2007 for dependants living outside your home, not listed as household members on page 1.

Provide the value of the home in which your family lives. If you rent your home, write in "0." If you own your home, use the price that you can reasonably expect to receive for it if it was sold today. Do not use assessed, insured, or tax value. Also enter how much is owed on the home, including the present mortgage balance and related debts on the home. Do not include interest due.

If you own a business or farm, write in the value as of today. Include the value of land, buildings, machinery, equipment, livestock, inventory, etc. Do not include the value of your home if it is part of the farm or business but is written in separately, above. Also enter what is owed on the asset, including only the present mortgage and related debts for which the business or farm was used as collateral. If you are not the sole owner, write in only your share of the total value and debt.

If the student is the beneficiary of a trust fund, write in the total value of the funds available to use for education expenses, including room and board costs. Do not include funds held in State Sponsored Prepaid Tuition Plans.

If there are any special or unusual circumstances in your household that have a significant financial impact on you, you may describe them. Feel free to attach a letter if the space provided is insufficient.

The application must be signed and dated and submitted to the Academy's financial aid office by June 1st, 2008. Please don't forget to attach a copy of your completed and signed 2007 federal tax return.