



HOW TO APPLY FOR FINANCIAL AID

Families in need of financial assistance are invited to submit a request for financial aid by completing one of the following options: an online application using the standardized FAST application or a written application directly to the preschool office. Each option is described in more detail below:

- **Option 1: ONLINE FAST APPLICATION** You may apply for financial aid by filing an online application through the Independent School Management Financial Aid School Tuition (FAST) Program in Wilmington, DE. FAST provides the Preschool with a need-based financial aid analysis service that ensures that our process for establishing financial need adheres to nationally established standards of best practice. All information from FAST is kept confidential, as is all information pertaining to a family's financial aid request. The FAST program is flexible in terms of the information it will accommodate, thus allowing families to accurately represent their own particular circumstances. FAST provides a 24/7 help desk or online email to answer any questions that may arise. The charge for the FAST application is \$45.00 which is paid by credit card at the end of the session. To start the process, go to:

<https://www.ismfast.com/FastPage.php?id=7c4acfd58feec3d8c8bff67ecba1a282>

After completing the online application, you will be required to submit your most recent tax returns for both State and Federal taxes with all schedules and W-2's to:

FAST Processing
ISM
1316 North Union Street
Wilmington, DE 19806-2594

**Please include "Christ & Holy Trinity Preschool" on the outside of the envelope to ensure faster processing.*

- **Option 2: WRITTEN APPLICATION** You may also file for financial aid by submitting the enclosed written application and necessary documents (your most recent State and Federal taxes with all schedules and W-2's) directly to the preschool office:

Christ & Holy Trinity Preschool
Attn: Preschool Director
45 Church Lane
Westport, CT 06880

All information provided to the Preschool will remain confidential. Financial aid information is reviewed by the following members of the Preschool Governance Committee: Preschool Director, Committee Chairperson, Preschool Treasurer and Rector of Christ & Holy Trinity Church.

Financial aid may be awarded in the form of a tuition grant, payment plan or both and applications for the 2021-22 school year are due on **Monday, January 4, 2021**. Notification of financial aid will be sent via email on **Friday, January 8, 2021**. We recognize that some families may enroll in the preschool after the financial aid deadline has passed and that financial hardship may arise unexpectedly during the school year. Therefore, you are invited to apply for financial aid at any time to be considered for any scholarship funds that may still be available after the January 4, 2021 deadline. If you have questions or need assistance with the financial aid application process, please feel free to contact Sharon Lenfest at 203-226-4616 or slenfest@chtpreschool.com.

Financial Assistance Application Form

2021-2022 School Year



Christ & Holy Trinity
Preschool

The purpose of this form is to collect information to determine if you are eligible to receive financial aid from Christ & Holy Trinity Preschool. To apply for assistance, please complete this application, provide all required verification and submit it to the Preschool office. The application must be received prior to enrollment. If you prefer to submit a financial aid application using the online FAST application, then you do not need to submit this application.

Please return this completed application to: Christ & Holy Trinity Preschool
Attn: Preschool Director
45 Church Lane
Westport, CT 06880

Section I: Student Information

Please list all students of the family who will be attending the Preschool during the 2021-22 school year.

Student Name: _____ Class: _____ Annual Tuition: _____

Student Name: _____ Class: _____ Annual Tuition: _____

Student Name: _____ Class: _____ Annual Tuition: _____

Section II: Parent Information

Parent #1:

First Name: _____ Middle Initial: _____ Last Name: _____

Address: _____

Email Address: _____ Phone Number (mobile): _____

Marital Status: _____

Parent #2:

First Name: _____ Middle Initial: _____ Last Name: _____

Address: _____

Email Address: _____ Phone Number (mobile): _____

Marital Status: _____

If there is a custody or child support arrangement in effect, please describe relevant details relating to tuition payment obligations: _____

Section III: Income Information

To verify your annual household income, please attach a copy of your most recently filed Federal Tax Return (Forms W-2, 1099 and/or 1040 and all appropriate Schedules).

Do you receive housing assistance? Yes No

Do you receive child care assistance from another source? Yes No

If yes, from whom and how much annual assistance is provided?

How much can you afford to pay annually for Preschool tuition (per child)? _____

I am requesting financial aid in the form of a tuition reduction.

I am requesting financial aid in the form of an alternate payment plan.

Please specify the payment plan that you are requesting:

Alternate payment plan for equal payments to be paid before **the first day of school.**

Preferred payment dates: _____

Alternate payment plan to pay a first tuition payment before the first day of school and then pay the remaining balance as monthly payments to be paid in full before **December 31, 2021.**

Preferred payment dates: _____

Alternate payment plan to pay a first tuition payment before the first day of school and then pay the remaining balance as monthly payments to be paid in full before **June 1, 2022.**

Preferred payment dates: _____

Personal Statement

We welcome and encourage you to provide a personal statement to provide any other information about your family's financial situation that might not be reflected in your most recent tax filing. This information can be included in a separate cover note to this application. Feel free to include any COVID-19 related financial changes that may affect your ability to pay tuition for the 2021-2022 school year.

Applicants please read and sign: I certify under penalty of perjury that all the information provided is true and correct to the best of my knowledge.

Parent Signature: _____ Date _____

Parent Signature: _____ Date _____