



## CORAL ACADEMY OF SCIENCE LAS VEGAS

### FINANCIAL ASSISTANCE POLICY

Coral Academy of Science Las Vegas (CASLV) recognized that parents or guardian may have difficulty paying school fees due to their financial circumstances at the time. This policy guides the process for determining waivers or reductions for school-related fees. The Administrative Team determines financial need by using federal poverty guidelines. Parents or guardians will return forms to their campus registrar to limit access to this sensitive information. Parents or guardians seeking financial assistance must follow the *Financial Assistance Procedures* to allow the school to determine the fee reduction level.

Fee reductions or waivers apply to those set by CASLV and charged by the school. Fees set by CASLV include, but are not limited to:

- Consumable Material Fees
- Field trips, if required for class grade

Fees for activities are not included in the fee waivers and reductions. Fees for activities include, but are not limited to:

- Extracurricular activities
- Extended Care Programs
- Field trips, if not required
- Classroom supply lists
- Dances
- Yearbooks
- Summer School/Activities/Clubs
- Trips Abroad

CASLV has created a centralized financial assistance application process, which is separate from the school lunch program governed by the USDA National School Lunch Program. Parents or guardians seeking financial assistance should complete the Financial Assistance Determination Form and return the form ONLY to the school's office to ensure confidentiality of sensitive financial information. Parents or guardians seeking assistance should notify their child's site Registrar, and if they haven't already, submit their *Financial Assistance Application* form. CASLV will make *Financial Assistance Application* forms regularly available in all school offices. The decision will be guided by eligibility determination made by the Administrative Team and will be subject to the availability of funds. CASLV will maintain the confidentiality of this information.

The schools Financial Assistance Program is based on the US Department Services Poverty Guidelines posted at their website (<http://aspe.hhs.gov/poverty>). The school expanded the poverty level by a



multiplier to better match CASLV's income level and assist families whose income is greater than those established by the Free and Reduced Lunch Guidelines. As federal income guidelines are updated, the CASLV Financial Assistance Program guidelines will be adjusted accordingly. The guidelines are:

CASLV Determination Status	HHS Poverty Guideline for Household Income
Fee Waiver	Less than 130%
50% Fee Reduction	Between 130% and 185%

This policy does not exempt student from paying for the full cost of damages they have caused to school property, or lost book or material charges.

If the parent or guardian is not satisfied with the fee reduction level, he or she may appeal by letter first to the Executive Director, and if not satisfied, by letter to the Board of Directors, whose decision will be final.

#### **Process for Applying for Financial Assistance**

The Administrative Team processes applications as they are submitted. Financial assistance applications are available for each school year after May 1<sup>st</sup> in the School Offices. Due to the volume of applications at registration periods and the information required, it can take up to four (4) weeks to have an application processed from receipt of the application to final notification of parents and principals.

To apply for financial assistance, parents/guardians must:

- Complete the application and provide copies of documentation requested;
- Complete the Free and Reduced Lunch Form and/or the Income Verification Form for the current school year;
- Submit the completed forms to your Site Registrar.

Atten: Administrative Team/Financial Aid

Upon receipt of a completed application, the Administrative Team reviews the application, makes a determination, sends a notification by email/letter to the family, and notifies appropriate school personnel of any fee reductions granted.

#### **Determination of Income and Income Verification**



CASLV's Financial Assistance Program determinations are based solely on household income and do not take into account mortgage payments, property value (unless zero income is reported), college tuitions, or household expenses.

Documentation requirements to be eligible:

- Free and Reduced Lunch Form and/or Income Verification Form
- Internal Revenue Service Form 1040, Pages 1 and 2 of all adults residing in the household;
- Supplemental Security Income (SSI) and Disability Income;
- Unemployment Compensation and severance pay;
- Alimony and child support agreement;
- Transitional Assistance Letters and Benefits; and
- Pay stubs if there has been a decline in income from the previous tax year

Foster children are not included as a member of the family with which they reside or in the household income of the custodial parent. Non-custodial parent income is considered when that parent receives the tax deduction for the dependent and there is no record of child support.

The program requires documentation of income from parties who do not reside with the household but who are providing financial support. Documentation of guardianship and foster child status must also be provided.

All application information is kept confidential and not included in any student file. All documentation submitted with the application is kept for three years and then shredded.

Thank you,

CASLV Administration



## **FINANCIAL ASSISTANCE APPLICATION**

Dear Parent(s) or Guardian(s):

Applicants should read the CASLV Financial Aid Policy to thoroughly familiarize themselves with the Financial Assistance Program requirements before completing this application. There are three pages to this form, the instructions and two pages requesting information. All pages need to be filled in completely or the application will not be accepted.

The application covers a one school year and you may apply for financial assistance at any time. The application period opens each year on May 1<sup>st</sup> for the following school year, and you must reapply for each school year.

Documentation of income **is required** to determine eligibility and level of assistance. The documentation of household income includes, but is not limited to the following:

- Completion of the Free and Reduced Lunch Application and/or Income Verification Forms for the current school year.
- Internal Revenue Service Form 1040, Pages 1 and 2 of all adults residing in the household;
- Supplemental Security Income (SSI) and Disability Income;
- Unemployment Compensation and severance pay;
- Alimony and child support agreement;
- Transitional Assistance Letters and Benefits; and
- Pay stubs if there has been a decline in income from the previous tax year

On the reverse side, you will find the form you must complete to apply for assistance. The completed application and required documentation of income supporting your child(ren) are necessary in order to make an eligibility determination. Incomplete applications will be returned.

If you have any questions regarding the application process, please contact the Director of Finance or Head Registrar at (702) 776-6529. Once a determination of eligibility has been made, you will be notified of that decision by letter. Please allow up to four (4) weeks for processing.



Please provide the following confidential information in its entirety.

Parent/Guardian Last Name	Parent/Guardian First Name	Home Phone	Home Address
Other Parent/Guardian Last Name	Other Parent/Guardian First Name	Home Phone	Campus Name

List everyone who lives in your household – both children and adults – including yourself.

Last Name	First Name	Relationship to You	Total number of members Residing in your household
			Number claimed on Federal Tax filing (line 6D)
			<b>OR</b> Circle: I did not file a tax return

List only students for whom you are requesting fee assistance. If attaching additional names, check here:

Last Name	First Name	Relationship to You	Current School	Entering Grade

**Provide all applicable financial information below detailing the yearly GROSS income supporting the child(ren) listed above. Copies of supporting documentation must be included with this application.**

- Free and Reduced Lunch forms for the current school year.
- Copy of most recent IRS form 1040, pages 1 & 2, for all wage earners supporting the child/children
- Copy of supporting documentation (section from divorce decree) pertaining to child support & alimony
- Copies of unemployment and paycheck stubs only if changes have occurred since the most recent tax filing
- Copies of most recent transitional Assistance Benefits letter, if applicable



**Do not send originals;** they cannot be returned. Copies can be made for you in person at the CASLV School's office. All documentation is treated confidentially and details are not shared with other offices or departments. All documents are shredded and destroyed after three (3) years.

**Failure to provide proof of all income will result in a delay in processing this application.**

<b>All Household members with income</b>	<b>Name:</b>	<b>Name:</b>	<b>Name:</b>	<b>Name:</b>	<b>Name:</b>	<b>Yearly Total</b>
Gross Yearly wages						
Social Security Death Benefit						
Disability Benefit						
Unemployment Compensation						
Child Support						
Alimony						
TANF# _____						
Food Stamp # _____						
Other Income (List Source)						
<b>Total Gross Family Income</b>	\$	\$	\$	\$	\$	\$

*I certify the all information is true and that all income is reported on this application.*

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

<b>For Office Use Only</b>	
<b>I hereby certify that the above information was reviewed to determine eligibility.</b>	
Eligibility:	Free      Reduced      Denied
Verifying Signature _____	Date _____
Verifying Name _____	
Determining Signature _____	Date _____
Determining Name _____	