**FINANCIAL AID PROCESS for 2017/18 School Year is now closed.**

**The application process for the 2018/19 School Year opens up 1/15/2018**

Thank you for making the decision to apply for financial aid.  It is our hope that you will be able to take advantage of this potential resource, and we are here to assist you in any way possible.

You may want to print this three page document to reference during the application process.

If you are a current student you may skip this one paragraph. New student applicants, at this point should have already attended a Parent Tour. You will need to go through the Admissions process at the same time as applying for financial aid. The Admissions process is separate from the Financial Aid Process.

To help navigate this process, the following outlines information regarding the financial aid application two-step process.  Please note that in order to complete the forms, you will need to have access to email, an online computer, and your tax information. Step one is to submit and pay for the online application. Step two is using the Quick Processing System to assist you in assembling what to mail to ISM FAST. Once you have completed and paid for the online application the Quick Processing System will appear.

* You can find the online FAST application under the Financial Aid tab, [Financial Aid Application through FAST](https://www.ismfast.com/FastPage.php?id=82afb2d090a4b36e0d598e7945700316). Click on New USER and the application starts. The cost to apply is $45.
* USER GUIDE –There is a downloadable user guide once you start the FAST application.
* The application does not need to be completed in one sitting. You are able to log in and out of the program with the user name and password that you created. It is best to a laptop or desktop. Avoid using a mobile device for this application.
* You will need all of your **2017** expenses, income, loans, investments, etc. to complete the online portion of the application process.
* The Letter/Agreement section inside the online application is a great place to communicate what is going on in your family and will give us a better idea of why you may need financial aid. All the information you can give us will help us make a better and more informed decision.
* A credit report will be pulled under your name.

After you pay for an application, the Quick Processing System automatically appears on screen to help you gather the required tax forms. You can select to submit the documents electronically or by mail. Please use the *Quick Processing System* to help assemble your tax paperwork (only send one-sided copies). Some of the items requested are:

* + Cover Sheet with Bar Code (Write student name and The Joy School )
	+ **2017** Tax Forms
	+ **2017** W-2’s and any 1099 forms
	+ **Recent Pay stub** from each earner

**FINANCIAL AID PROCESS (cont’d)**

You will have a choice to use your home scanner or to mail your items through the post office system. We always find it is most reliable to mail the documents to avoid any technical issues since there are many types of in-home scanners.

The tax scanner will allow you to use your scanner to scan and upload the documents to the FAST Tax Department.

**If you use the scanning system for Quick Processing** you will send all the same items through the scanner (except bar code form). You do have to have a scanner at home for this to work. Once you have scanned successfully the FAST system will send you an email letting you know. You will at that point not need to snail mail (mail through post office system).

* The tax scanner feature was enhanced in January 2015 to work a PC or a MAC. Windows 7 or later is required.
* The tax scanner may not work with Windows XP or Windows Vista.
* Larger tax returns must be broken into smaller files.
* The ability to upload a PDF file on the scanning system is not available.
* If you have a PDF file of the tax form, you will have to print the forms first before scanning them.

Only after you have submitted your online application, mail the above items to:

* Independent School Management

 FAST Processing

1316 North Union St, Wilmington, DE 19806

 (this must be done to complete the process)

**Please remember to put The Joy School under your return address on the envelope and mail to the above Delaware address.** The Financial Aid committee will meet in March to review all applications.

**Step 1:** Submit Online FAST application

**Step 2:** Forms mentioned above (not online app) must be mailed to Independent School Management in Delaware.

Both steps must be completed before we can start the review process. Incomplete applications will not be considered until finished.

**It is important that you complete all steps before we can start reviewing your financial aid application.**

If your application is received after the first meeting, there is a strong possibility that there will no longer be any funds to award when your application is received. It is very important to have your application completed as soon as possible, as funds are limited.

Please feel free to contact Stacie McComb, Business Manager at 713-523-0660 ext. 138 or smccomb@thejoyschool.org if you have any questions.

Nondiscriminatory Policy

The Joy School 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 programs and other school-administered programs.