



## Financial Aid Process

Thank you for making the decision to apply. We hope that you will take advantage of this resource, and we are here to assist you in any way possible.

I encourage you to save or print this document to reference during the application process.

The **deadline for filing the Financial Aid application is February 15<sup>th</sup>**. The Financial Aid Committee will meet after the Feb 15<sup>th</sup> deadline and award financial aid for qualified applications. For returning TJS families, **FA applications received after Feb 15<sup>th</sup> may be considered, but only to the extent to which there is available financial aid.** For families applying to TJS for the first time, please complete the application as soon as possible and we will make financial aid decisions on a rolling basis for incoming families.

If you are a current student, you may skip this paragraph. New student applicants must have completed a Parent Tour prior to beginning the financial aid application. 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 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 forms to upload or mail to ISM FAST. Once you have completed and paid for the online application the Quick Processing System will appear.

Once you are in the Quick Processing System within FAST, there is a downloadable user guide that will help you navigate through the system. The guide is helpful if this is your first time using the FAST system.

The application does NOT need to be completed in one sitting. You can save your progress and come back to it at a later time. We recommend getting started ASAP and making notes of items that are missing to complete later.

You will need to know the following household budget items to complete the online application:

*(All for the upcoming year)*

- Annual Income
- Annual Housing Expenses and Utilities (separated out)
- Other annual expenses (childcare, medical costs related to the TJS student's diagnosis, insurance, etc.)
- Outstanding loan balance and payments (credit cards, school loans, vehicle loans etc.)
- Assets with values (home equity, stocks, 401(k), saving accounts etc.)



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The household letter is an important part of the FA process. Please be sure to complete that section. The household letter is your opportunity to provide any additional information that may be helpful during the FA Committee award evaluation process.

In addition to the financial information provided by your family, the FAST application system will require your 2022 Tax Information before your application can be fully processed.

- 2022 W-2 Wages reports, 1099 forms, and Schedule K-1 as applicable
- 2022 Year-End Mortgage Statements
- Copy of **FILED 2021 Form 1040** (or other personal income tax form filed with the IRS)
- Most recent pay stubs from employers

***\*\*Please note, the financial aid process is NOT complete until we have reviewed the FILED transcript provided by the IRS. YOU NEED TO FILE YOUR 2021 TAXES BEFORE WE CAN PROVIDE A FORMAL FINANCIAL AID AWARD. \*\****

The FAST application system will require you to upload most of the IRS items. Please make sure you have electronic copies of those items. Also, **remove all passwords** on protected PDFs before uploading. If documents are password protected, we cannot process your application.

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

**Again, we want to remind returning families how important it is to ensure your application is 100% complete on or before the February 15<sup>th</sup> deadline. If your application is completed past the deadline, there is a high chance that there will not be available funds for financial aid for your child.**

If you have any questions or concerns, please feel free to reach out to our CFO, Sharon Donia. She can be reached via email at [sdonia@thejoyschool.org](mailto:sdonia@thejoyschool.org)

#### 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 based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs and other school-administered programs.