



# Financial Assistance Application Guidelines 2018-19

**\*\*\*Incomplete applications will be denied.\*\*\***

Please ensure you have filled out the application completely.

A limited amount of financial assistance is available. Extended Day does not guarantee that all applicants will receive assistance. **Once all funds have been dispersed for the year, no additional assistance will be available.**

## Overview

Fort Bend ISD Extended Day Program attempts to assist as many families as possible with its financial assistance budget and to make sure the aid goes to families that demonstrate the most need. The budget is limited and is distributed on a first come, first served basis. In making determinations of need, Extended Day gives preference to students who are participating in the Free and Reduced Lunch Program and who demonstrate a need for after school care to work, attend school (face to face class), or job training. The Fort Bend ISD Extended Day Program is self-supporting. Its only source of income is the tuition and fees it collects. For this reason, the financial assistance budget must be strictly monitored each year, and is limited.

## Eligibility

Students receiving free and/or reduced lunch will receive priority consideration for financial assistance. Families that do not meet this criterion should consider the split payment option.

## Foster Children

Foster parents may submit documentation of placement from the state in lieu of personal financial documentation. Foster parents will qualify for a reduced rate regardless of lunch status. Registration fee for foster children may be transferrable if child is withdrawn from program and another foster child enrolls in the program within the same school year.

## Deadlines

Complete applications and accompanying documentation must be received by the deadlines below:

<b>Application Deadline</b>	<b>Decision Mailed</b>	<b>Start Date</b>
July 23, 2018	August 1, 2018	August 15, 2018
September 3, 2018	September 17, 2018	October 1, 2018
October 15, 2018	November 15, 2018	December 3, 2018
December 11, 2018	January 11, 2019	February 1, 2019
January 22, 2019	February 19, 2019	March 1, 2019
February 25, 2019	March 18, 2019	April 1, 2019

## Decisions

Applicants will be notified of assistance decisions via mail according to the chart above. Due to the confidentiality of the information, this information is not given over the phone.

## Appeals

There are no appeals; however, a second application will be accepted if documentation was missing or if circumstances have changed. The level of assistance granted may differ from previous years. Neither appeals nor second applications will be accepted in order to change the amount of assistance. If there were a change in

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circumstances from the first application, a second application will be accepted. No appeals will be heard by phone. No phone calls please.

### **Split Payments**

Anyone who does not receive financial assistance but feels that he or she will have a problem making the regular payments on schedule should consider the split payment option. Families on split payments will pay \$127 on the 1<sup>st</sup> of each month and \$127 on the 15<sup>th</sup> of each month, or the first business day thereafter. The cost of this payment plan is \$4/month above the monthly fee in order to cover the costs associated with double deposits. A completed Split Tuition Agreement must be sent to the Extended Day Main Office in order to enroll. The agreement is located on our website or is available at any of our site locations. It is important to pay tuition on time to avoid withdrawing children from the program due to payment issues. **Split pay is only available for parents who pay the full afterschool tuition.**

### **Application Instructions**

1. Assistance applications will only be considered if each of the following is met:
  - Filled out completely and legibly; incomplete applications will be denied.
  - Emailed to [extendeddaybilling@fortbendis.com](mailto:extendeddaybilling@fortbendis.com), mailed or delivered to Extended Learning- 226 Lakeview Dr. Sugar Land, Texas 77498
  - Received by the deadline; AND
  - Accompanied by the following documentation:

**If a parent or relative is available at home during our hours of operation, the application will be denied for aid.**

**Families that do not qualify for free or reduced lunch are eligible to apply for financial assistance. However, limited aid is available. The following must accompany the application in order to be considered:**

- Two most current, consecutive payroll check copies OR a salary verification letter on employer letter head, signed by an authorized party (from both parents, if applicable) for all working adults in the household. Payroll information must be dated no more than two weeks prior to application date.
- Documentation showing amount received for any of the following: welfare payments, child support, alimony, unemployment, pension, retirement, food stamps, and social security (i.e. bank statement, SSI letter, etc.)
- Copy of properly –filed I.R.S. 1040 or 1040A U.S. Individual Income Tax Return from the most recent tax year filed.
- If parent is a full time student or in a job training program, a current schedule from school or program must be attached showing the course hours. Online courses do not qualify.

Information will be reviewed periodically. Change in status, especially relating to lunch and parent/household information could result in a request for documentation and/or a cancelation of the award for financial assistance. Inform the Extended Day Main Office and the school registrar of any changes to limit disruption of assistance.

2. **Application packages which do not include all required supporting materials will be denied without appeal.** Applicants are welcome to submit a new application package before the next application deadline.
3. **Application packages which do not include any income information will be denied without appeal.** All sources of household income, including child support, should be reported.
4. Information on application will be verified and must match school records.

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5. Application materials may be mailed to 226 Lakeview Dr., Sugar Land TX 77498, emailed to [ExtendedDayBilling@fortbendisd.com](mailto:ExtendedDayBilling@fortbendisd.com). Emails will be returned within two business days. Verification is not available by phone.

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# 2018-2019 Financial Assistance Application

This application must be filled in completely and accompanied by the required supporting documentation.  
Indicate "Not Applicable" with "N/A"

Campus: \_\_\_\_\_

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

## Part 1 – Children in School

List all of your children in school. Place a ✓ in front of the name(s) of the child/ren for whom you are requesting aid.

✓	Students' First and Last Names	Grade	Age	Student ID Number
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

## Part 2—Household Members and Gross Income from Last Month

### PART 2 – HOUSEHOLD MEMBERS AND GROSS INCOME FROM LAST MONTH

List <i>everyone</i> in household (adults & children)	Income and how often it is received: W = Weekly, E = Every 2 weeks, T = Twice per month, M = Monthly				Check if No Income <input type="checkbox"/> <input type="checkbox"/>
First and Last Names	Employer and Occupation	Earnings from work Before Deductions (Gross Income)	Welfare Payments, Child Support, Alimony	Unemployment, Pension, Retirement, Social Security	<input type="checkbox"/>
1.		\$	\$	\$	<input type="checkbox"/>
		How Often? (circle)	How Often? (circle)	How Often? (circle)	
		W E T M	W E T M	W E T M	
2.		\$	\$	\$	<input type="checkbox"/>
		How Often? (circle)	How Often? (circle)	How Often? (circle)	
		W E T M	W E T M	W E T M	
3.		\$	\$	\$	<input type="checkbox"/>
		How Often? (circle)	How Often? (circle)	How Often? (circle)	
		W E T M	W E T M	W E T M	
4.		\$	\$	\$	<input type="checkbox"/>
		How Often? (circle)	How Often? (circle)	How Often? (circle)	
		W E T M	W E T M	W E T M	
5.		\$	\$	\$	<input type="checkbox"/>
		How Often? (circle)	How Often? (circle)	How Often? (circle)	
		W E T M	W E T M	W E T M	
6.		\$	\$	\$	<input type="checkbox"/>
		How Often? (circle)	How Often? (circle)	How Often? (circle)	
		W E T M	W E T M	W E T M	

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## Extended Day Program - Financial Assistance Application – Page 2

### Part 3 Other Considerations

Does your child qualify for either of the following:  Reduced Lunch       Free Lunch

Marital Status:  Married    Re-married    Divorced    Separated    Single    Widowed

Is an adult at home during the hours of 3:25-6:30 p.m.?  Yes       No

Did you have a child enrolled in Extended Day during the 2017-18 school year?       Yes    No

If yes, did your child(ren) receive financial assistance for the 2017-18 school year:       Yes    No

If yes, what was the amount of your monthly tuition \_\_\_\_\_

**Did you claim all listed children as dependents on your tax return?**  Yes    No **If not, explain:**

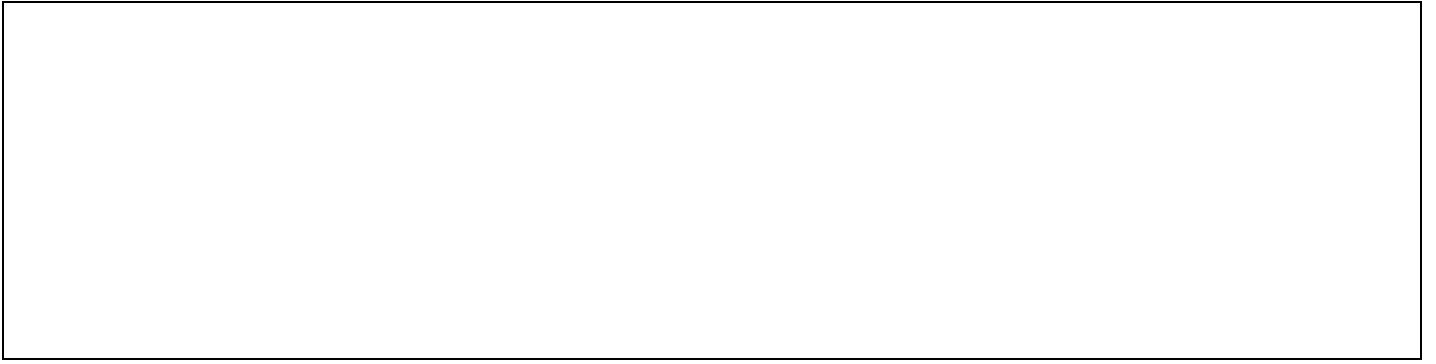
Mother's Name (Legal Guardian):	
Email:	
Primary Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	Secondary Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work

Father's Name (Legal Guardian):	
Email:	
Primary Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	Secondary Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work

Home Address:	Apt:
City:	ZIP:
Email Address:	

Please list any other relevant information in the space below.

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## Extended Day Program - Financial Assistance Application – Page 3

**Read and check each box below to demonstrate your agreement to terms listed:**

### Terms of financial assistance awards

- Acceptance:
  - Applicants must return the signed agreement to the Extended Day Main Office and enroll in the program within 10 business days from the date issued or the financial assistance will be forfeited.
- Effective Dates:
  - Awards will be effective through the last days of the school year in which they are granted. Families must reapply each year.
  - **Awards are terminated if the student is withdrawn from the Extended Day Program.** Applicants are welcome to submit a new application package before the next deadline, but assistance is not guaranteed.
- Enrollment
  - Award recipients are still subject to applicable waiting lists. A reduced tuition does not constitute entry into the Extended Day Program. Applications for schools with long waiting lists may not be processed until name comes up on list.
- Other fees
  - All other program fees are still applicable to financial assistance recipients, including registration, late pickup, and late payment.
- Eligibility will be re-evaluated at least annually, prior to the start of the school year, or more frequently if family circumstances change.
- Accounts must be kept current. Failure to pay your adjusted tuition in full each month will result in forfeiture of your financial assistance and termination from the program.**
- I understand I may be required to submit documentation confirming statements on this application in order to keep my award.
- If I am not on free or reduced lunch, I have submitted all documentation listed on page two of the guidelines.

**Initial each statement below:**

\_\_\_\_\_ I certify that the information on this application is true and complete to the best of my knowledge.

\_\_\_\_\_ I agree to inform the Fort Bend ISD Extended Day Program immediately of any change to my income or family size.

\_\_\_\_\_ I understand that any false information or failure to report changes could jeopardize my financial assistance.

\_\_\_\_\_ I understand this application may be declined if it is incomplete, unaccompanied by required supporting documents, or submitted late.

\_\_\_\_\_ I understand that financial assistance award information is not given out by phone.

\_\_\_\_\_ I have read and understood the financial aid guidelines and agree to adhere to them.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name (Printed) \_\_\_\_\_ Relationship \_\_\_\_\_

(Applications are only accepted if signed by the parent or legal guardian on record at school.)

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