

Tuition Assistance Packet

EASY-APP ONLINE **will save you...**

- ✓ **Time**
- ✓ **Money**
- ✓ **Paperwork**

Your school's registration number is:

Your school's application deadline: _____

- | | |
|---|--|
| Q: How do I use EASY-APP ONLINE? | A: Connect to our secure website at www.cfslogin.com
1. Enter school registration number (if not above, get this from the school)
2. Enter user name: The unique name you will use: _____ (10 character limit)
3. Enter password. The Unique ID you will use: _____ (10 character limit) |
| Q: How do I get help? | A: e-mail us at help@cfslogin.com |
| Q: Where do I get the forms I need? | A: Create your account at www.cfslogin.com . Once your account is created, click the menu item: download forms and worksheets . Begin with Application with Worksheets . You can also access budget helps, debt reduction worksheets and other aids from there. |
| Q: What if I'm self-employed | A: You will need to use the Self Employed / Business Owner worksheets in this packet. |
| Q: How much does this analysis cost? | A: Online processing: \$30 Credit Card or eCHECK
Fax or mail processing: \$30, payment must accompany application (check, MO, MC, VISA, AMEX, credit-debit) (Make checks to: Confidential Financial Services) |
| Q: How does the process work? | A: 1. If necessary, download extra worksheets from www.cfslogin.com .
2. Use the worksheets in your hand to calculate your monthly averages.
3. Log in to www.cfslogin.com and click on "apply for tuition assistance."
4. Complete payment. You will be re-directed to the online application.
5. Once you have entered all the appropriate information, click review and print a copy.
6. Don't forget to click "submit application." The school will be notified immediately.
7. You will receive an email listing the items you need to fax to CFS. The minimum you will need are your tax returns (fed & state, first 2 pages) and pay stubs (last 4 pay periods). Fax all requested items to CFS: 719-687-0705 / email pdf to fax@cfainfo.net .
8. Your application is submitted at this point but the process is not complete until all of the requested items have been received and reviewed by CFS.
9. The school will make a decision about your tuition aid amount. |
| Q: How long does the process take? | A: The school will have access to your report the moment you submit your application. Verifying your information may take a little longer, so it is critical that you provide any requested information immediately. |
| Q: Should I use online or paper worksheets? | A: The benefit of online worksheets is that they do the math for you. |
| Q: How is the assistance calculated? | A: The school decides what assistance to award based on an impartial analysis of your finances and the amount of aid available. Each application is objectively analyzed based on current income and expenses with consideration given to circumstances. From this an analysis estimates how much you could contribute towards your child's education. |
| Q: What if I need to explain something? | A: Special or extenuating circumstances need to be expressed to the school's financial aid committee in writing. If you complete an application online you can type this information into the application. Just click "request for exception." |
| Q: What is the application deadline? | A: Deadlines for tuition assistance applications are set by each school, not by CFS. Please contact your school's office for any application deadlines. |

Before you start: Things to get together

Need help? Email us at:
help@cfslogin.com

School's CFA ID

Income items for the past 4 pay periods (for each job):

(Whether it's 4 weeks or 4 months, you will need your previous 4 paychecks.)

- Pay stubs from employment
- Pay stubs or paperwork explaining income from Social Security, temporary aid, food stamps, child support or alimony

Expense items from the past 3 months:

- Child support/alimony paid
- Utilities (electricity, water, heating fuel, garbage, cable & internet, local phone only, unless cell = your only phone)
- Insurance (auto, health, vision, dental and life)
- College tuition (not R&B, supplies, loans, savings plans)
- Employment-related child-care
- Regular (monthly) medical expenses

One month history for:

- Mortgage or rent
- Auto payments
- Credit card / other short-term debt statements

Income items from last year:

- Disbursements from investment income or IRA
- Disbursements from children's trust fund(s)
- Dividends from corporation you own in full or in part

First 2 pages of the following:

- Your most recent FEDERAL tax return (form 1040)
- Your FEDERAL Schedule SE, if you are self-employed
- Your most recent STATE tax return

Asset and Liability information:

- Value of IRA's and other retirement accounts
- Estimated home value (best-guess value & debt)
- Estimated value & debt of other real estate (non income-producing)
- Estimated value & debt of vehicles, except leased
- Cash, cash accounts, other investments

If you **own a business** (in full or in part)

- Your business tax return (first 4 pages)
- An accounting of current assets (Cash assets, payables, receivables etc. Not: building, equipment, inventory. **Only cash-type assets.**)

What expenses to include:

Not all expenses are used in our calculations. This will help you know what to include.

Item	What to include	What not to include
Mortgage/rent	Residential mortgage / rent payments, taxes, homeowners insurance, escrow, 2d mortgage payments	Second home mortgage or loan payments, bare land mortgage or loan payments, rental property mortgage
Auto payments	Auto installment loan or lease payments	Auto insurance, gas, maintenance and repairs
Child support / alimony	Child support, alimony actually paid (3 mo. history)	
Monthly utilities	Electricity, water, heating fuel, garbage internet, cable, phone basic service	Long distance bill, cell phone / pager (unless cell phone is your only phone)
Monthly insurance	Health, life, vision, dental, auto actually paid by you	Portions of these deducted from your pay, homeowners insurance, any other insurances
Monthly giving	Amounts actually given	Charitable contributions deducted from your paycheck, amounts you plan or intend to give
Monthly college tuition	Actual monthly college tuition payment	Room & Board, supplies, college savings plans, College loans (report as short-term debt)
Monthly child-care paid	Work-related childcare	Babysitting / non work-related childcare
Monthly medical	Predictable reoccurring expenses, medications and treatments	Amounts paid through medical expense account or deducted from your pay check, unpredictable expenses
Short-term debt and credit cards	Ending balance of all these debts together total minimum payments due from all statements	Loan payments deducted from your pay check, CC accounts that you pay in full each month, amounts already reported elsewhere
Tax refund or paid	Amount refunded because of overpayment or paid because of underpayment. Net fed & state together	Amount paid because you are self-employed and you did not make quarterly payments to IRS and state
Bankruptcy/garnishment	Amounts you pay monthly	Amounts withheld from your pay check
School tuition	Do not try to include it somewhere.	This information is not requested
Monthly food costs	Calculated automatically	This information is not requested

Simple Instructions – 4 Easy Steps

Need help? Email us at:
help@cfslogin.com

First: Complete worksheets

Then: Transfer worksheet totals to the application form (the last 4 pages of this packet).

Step 1

Complete pages 1 & 2 (General Information) on the application Then proceed to worksheet "Step 2."

Your Unique ID

This ID is what you should use as your user name and password if you complete the application online. It is for secured identification. We do not use your Social Security Number for identification.

Section 1. School Information

Enter the student's school information

Indicate the school's information for the school that the student will attending.

School's Registration Number

The number is assigned by CFS. It is usually the last 5 digits of the school's phone number. Not indicating this number WILL delay processing of the application.

Section 2. Family Information

Parent/guardian personal information

Enter personal information as completely as possible.

Occupation

Description of your and your spouse's occupation.

E-mail address

Include a current e-mail address so that you can be contacted in case complications or questions arise.
(*e-mail addresses will never be shared or sold.*)

Marriage status (*choose only one*)

Indicate marriage status as of today. For anticipated changes to be considered, a written explanation should be presented to the school. **If divorced**, the child's other parent may need to complete a CFA application.

Relationship to student

Indicate what your relationship is to the student.

Employment status

The head of household's **current** employment status.

Number of children enrolled last year

In the previous school year, how many of your children did you have enrolled in this school?

Local church

This information is optional, but can be helpful in the school's search for additional financial assistance for your family.

Number of children receiving assistance last year

For how many of your children did you receive tuition assistance at this same school last year?

Total # individuals currently living in your home

How many members of your family live at home? (Do NOT include those not living at home.)

Number of children in a different private school

Indicate the number of children you will also have enrolled in a different private elementary or secondary school. **Do not include** private preschool, home school, public school, college or THIS school.

Section 3. Student Information

Child(ren)'s name(s)

Enter the name(s) of the child(ren) who will be attending **THIS SCHOOL** during the period for which you're requesting assistance.

Entering grade level The grade level(s) for each student, for this coming school year, in this school.

Other children List any other children you may have that are not yet of age to enter school.

Step 2

Need help? Email us at:
help@cfslogin.com

Calculate Employment Income using these worksheets

What if your job doesn't pay regularly? Then use the self-employment / all other taxable income monthly calculation worksheet on the next page instead of the worksheet on this page. You will probably do best with method three.

What if you don't have 4 paychecks yet? Using your most recent paychecks, calculate how much your income and deductions will be over a 4-pay check period. Use this projected four-check total in the worksheet.

What if you have more than one job? Print / copy / use one worksheet for each job. Use separate worksheets for father and for mother.

Employment Income Worksheet

Calculate Father (or Stepfather / male guardian) separately from Mother (or Stepmother / female guardian)

Blank worksheets can be downloaded when you log in at: www.cfslogin.com

Follow these simple steps to calculate your total allowable monthly income for each job

- 1 Gather your last 4 paychecks from each of your jobs.
- 2 For each job: add together the net (take-home) paid to you in all 4 paychecks.
- 3 For each job: add together the amount withheld for retirement (but not IRA loan repayment).
- 4 For each job: add together the amount withheld for a savings plan and/or transferred into savings.
- 5 Transfer the information to the worksheets / complete the calculations.
- 6 Add the total allowable per month (line F below) together for all your jobs.
- 7 For father / stepfather: transfer amount to box 6 on the application.
For mother / stepmother: transfer amount to box 7 on the application.

Parent / guardian name:

Employer name:

A. total net (take home) from four paychecks:	A	Example: 4 check total <i>5,566</i>
B. total withheld for retirement in 4 paychecks	B	<i>200</i>
C. total withheld for savings plan and/or transferred into savings in 4 paychecks:	C	<i>400</i>
D. Add B and C to A (A+B+C=D)	D	<i>6,166</i>

Pay frequency Factor:
 E. Enter the appropriate factor in the box
 monthly X .25
 twice a month X .5
 every-other week X .542 ●
 weekly X 1.083

(paid every-other week)

0.542

F. Multiply D times the factor you put in E
 Total allowable per month =

3,342

Add the amounts in F together for all your jobs
Transfer the total F's to box 6 or 7 on the application

Self-Employment / Corporation / Business, and All Other Taxable Income Monthly Calculation Worksheet

An important note about net business income

Net Business Income = the amount your business paid you in salary, bonuses, commissions, dividends, including loans* made to you from your business, after paying social security and income taxes.

***Loans:** if you paid yourself by means of a loan from your business you will need to count that as income on this application. If personal loans from your business were paid back, reduce your income by that amount. This does not include personal loans from your bank or loans to your business by a bank or investor.

Method One:

1. Net salary your business pays to you now, monthly _____
2. Net disbursements/dividends & loans* (not salary) received _____
from your business last year, divided by 12.
3. Total of lines 1. and 2. _____

Use Method One
if your business income
is stable / regular.

Transfer this total to box 15 on application

Method Two:

1. Total net your business amount paid you, the past three months _____
2. Divide that amount by three _____

Use Method Two
if your business made
little/nothing last year.

Transfer this total to box 15 on application

Method Three:

1. Total net your business paid you the past 3 months of this year _____
2. Total net your business paid you the same 3 months of last year _____
3. Calculate the percentage of increase/decrease (line 1 divided by 2) _____ %
4. Total net paid to you, all of last year (excluding SS and income taxes) _____
5. Multiply line 4. times line 3, the percentage of change. _____
6. Divide line 5. by 12 for monthly amount. _____

Use Method Three
if your business
income is irregular or
infrequent.

Transfer this total to box 15 on application

Method Four:

1. Total net paid to you all of last year (including loans*) _____
2. Estimate percentage of increase / decrease for this year _____ %
(Please be as accurate as possible, using the indicators particular to your business that you would typically use to manage your business. 10% decrease = 90% / 10% increase = 110%.)
3. Multiply line 1 times line 2 (percentage of change this year). _____
- 4, Divide line 3. by 12 for monthly amount. _____

Use Method Four
if your income changes
frequently **and** this
year's income will be
significantly different
from last years.

Transfer this total to box 15 on application

If either parent is owner / part-owner in this corporation or LLC, indicate your percent of ownership: _____ %

Transfer these answers to the application under "**Self-employed or business owner:**" located on page 3 of the application. Deliver a copy of your business or SE tax return to your school, or DTS if so instructed.

If you complete this section, deliver a copy to CFS, and to the school.

Section 4. Calculate **All Other Monthly Income**

Need help? Email us at:
help@cfslogin.com

All other income (non-taxable):

"All other" non-taxable income includes any non-taxable income or benefits not reported elsewhere on this form. This would be things like (but not limited to): grants/scholarships for your own/your spouses college education, non-taxable child subsidy, Keogh payments, untaxed portions of pensions, foreign income, tax-exempt interest income, welfare benefits (except AFDC or ADC), Worker's Compensation, Veteran's benefits, housing, food and other living allowances or benefits, cash or money paid for you, not reported elsewhere on this form. Do not include amounts that you have reported elsewhere on this form. If negative, enter zero.

most recent	1 month ago	2 months ago	total	"total" divided by 3

Enter this amount into box 14 on the

All other income (taxable):

"All other" includes any income not reported elsewhere on this form for which you must pay Federal Income Taxes. This is where you would report unemployment income. In the case of home-based businesses, rental income, etc., be sure to only report the net income received from these sources, not the total / gross income the business receives. Any income on which you must pay FICA, deduct the estimated taxes from the gross amount earned before you enter it on this form. (If the "other" income is **self-employment income**, fill out **Self-Employment Worksheet** on the previous page and **add these totals together** before entering amount on application.)

most recent	1 month ago	2 months ago	total	"total" divided by 3

Enter this amount into box 15 on the application

TANF (AFDC) or ADC or AAC:

Report income received by parents, guardians, or children which is AFDC, or which is ADC or AAC. Do not report social security benefits here.

Enter monthly income into box 8 on the application

Social Security Benefits:

Report the amount of taxed and un-taxed social security benefits (including Supplemental Security Income & SSD) that you and your children are currently receiving.

Enter monthly income into box 10 on the application

Child Support/Alimony Received:

Include child support/alimony **received** for all children from all child support sources. If a spouse pays household expenses in lieu of child support/alimony, include the amount paid only if you show these expenses in the expense section of the application.

most recent	1 month ago	2 months ago	total	"total" divided by 3

Enter this amount into box 11 on the

Food stamps:

Enter **monthly** amount of food stamps received into **box 9** on application.

Education Benefits:

If your employer pays a portion of your elementary or secondary private school tuition, enter that **monthly** amount in **box 16**.

Other Benefits:

There may be others willing to help with your tuition payments. These may be friends, relatives, individuals at church, or the church itself. Enter your best estimate of how much help you will receive **monthly** in **box 17**

Investment Income:

If you have cash investments that produce income used for living expenses, calculate the **monthly** income here.

Market value of investment as of today	<input type="text"/>	1 (Transfer this amount into box 6 on app.)	Multiply box 2 by box 3	<input type="text"/>	4
Moneys received from these investments all of last year	<input type="text"/>	2	Add boxes 2 + 4	<input type="text"/>	5
By what percentage will the payments made to you be more or less this year? (* See example.)	<input type="text"/>	3	Box 5 divided by 12	<input type="text"/>	6

Transfer the amount in item 6, above, into box 12 on the application

* (For example: If you received \$10,000 last year, but this year you expect to receive only \$9,000, then payments have changed by **-10%**
If you received \$10,000 last year, but this year will receive \$11,000, then payments have changed by **+10%** (If payments will be the same, **enter 0%**)

Step 3

Calculate Expense Information on these worksheets Then transfer the answers to the application.

Mortgage or rent:
include escrow payments for taxes & insurance

Auto payments/lease:

Child support/alimony paid:
do not include if deducted from your pay check

Monthly Utilities:
electricity, water, heating, trash, cable, internet, phone
Do not include long distance, cell phones & pagers
If you know your year-round average, put it under "total."

Monthly insurance:
health, life & auto actually paid by you. Homeowner's insurance should be reported under "mortgage"
Do not include other types of insurance
Do not include portions deducted from your paycheck

Monthly giving / tithes:

Monthly college tuition: (Tuition only)
Not college loans. They go under "Short Term Debt"

Monthly child-care paid:
Only **work-related** child care

Monthly medical paid:
Only predictable reoccurring expenses/treatments, not irregular/unpredictable expenses. **DO NOT** include amounts paid through a medical expense account that have been deducted from your paycheck.

<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Do not include amounts deducted from your paycheck </div>				Monthly amount	Enter previous Column into App. on line:
					18
					19
last month (a)	1 month ago (b)	2 months ago (c)	total (a+b+c)	"total" column divided by 3	Enter previous column into app. on line:
					20
					21
					22
					24
					25
					26
					27

Note: Not all items are allowed.

Do not enter any expenses not specifically requested. Food costs are calculated automatically. Tuition is considered separately.

**Short-term debt REDUCTION:
Simplified Worksheet**

Note: Worksheet amounts are from **all credit cards & short-term debts added together.**

This worksheet will determine the amounts you are paying in **debt reduction**. **Do not include** credit cards or credit accounts that you pay in full each month. **Do not include** amounts already reported above, like mortgage or auto, or amounts deducted from paycheck. The amounts requested are for all your credit card, short-term debt, and student loan accounts added together.

Most recent statement(s):

Ending balance:	28	Ending balance = total amount due, or the total amount to pay all of your credit cards and short-term debts in full.
Minimum payment due	29	Minimum payment due = from the most recent statements, the minimum payment due for all your credit cards and short-term debts. Do not include credit cards or accounts that you pay in full each month. Do not include loan payments that are deducted from your paycheck. NOTE: if minimum payment exceeds 5% of balance due you may need to verify.

Enter line 28 into box 28 on the application. Enter line 29 into box 29 on the application.

Step 4

Enter Asset Information on the application

- IRA's & Retirement** **box 30.** For information only – not a part of the calculation.
- Home Value & Debt** **boxes 31,32.** Estimated market value. For debt, include first and second mortgages.
- Other Real Estate** **boxes 33,34.** Non income-producing – Estimated market value / debt.
- Vehicles and boats** **boxes 35,36.** Estimated market value / debt (Payment amount X number of payments left).
- Cash and investments** **box 38.** Include checking, savings, investments such as trusts, money funds, CD's, stocks, precious gems and metals, contracts, etc. If more than \$10,000, report the purpose of this cash.
- Requests for exception** indicate on the application if you are presenting a written request for special consideration. If you complete the application online, click on "request exception" and a text window will appear for your explanation.

Business-owners only, Box 37 **Business-owners only, Box 37** **Business-owners only, Box 37**

Net Current Asset Calculation Worksheet

(i.e., accessible cash / investments, **not land, equipment or inventory.**)

Current Assets (do not include inventory)	Current Liabilities
Cash & cash accounts _____	Notes payable / line of credit _____
Investment accounts _____	Accounts Payable (less A/P for inventory) _____
Marketable securities _____	Dividends Payable _____
Notes & Accounts Receivable _____	Payroll Tax Payable _____
Pre-paid expenses _____	Prepaid income _____
Misc. (incl. short-term investments) _____	Misc. accrued liabilities _____
Total Current Assets _____	Total Current Liabilities _____

Assets minus Liabilities (if less than \$0, enter \$0) _____
 If business is a partnership, multiply by the percentage of ownership or percentage of stock owned by applicant. X _____ %
Enter into box 37 on Application = _____