



## Tuition Assistance Application Instructions

DAYTON CHRISTIAN SCHOOL  
9391 Washington Church Road, Miamisburg, OH 45342  
(937) 291-7212 Fax: (937) 291-7213

To receive consideration for Dayton Christian School System tuition assistance, a family must do the following:

### 1. **Complete:**

#### a. **New Student Admission Application**

- a. New applicants residing in Montgomery County **must also apply** for scholarship to P.A.C.E. in downtown Dayton, Ohio, (... please call Admissions Office for details at 937-291-7215.)  
**OR**

#### b. **Returning Student Registration Forms**

**New students must be accepted and returning students must be re-registered at Dayton Christian School System (DCSS) to receive tuition assistance. A new application for tuition assistance must be made EACH YEAR for the upcoming school year, if there is continued need. Students may not start school until all financial arrangements have been finalized.**

2. A **Church Evaluation for Tuition Assistance** is required for each family. Please fill out all the information on the top portion of the form and sign as the parent/guardian. Your signature authorizes your pastor or church official to release information to DCSS. Give the form to your pastor or church official. The form must be returned to the DCSS Admissions Office by your pastor or church official. Your tuition assistance **will not be awarded** until we receive your Church Evaluation form.
3. **Apply Online:** This year we are again using FACTS Management Company as our income verification service. The application fee of **\$25** is payable to them electronically or by check. Your application may be submitted online at [www.factstuitionaid.com](http://www.factstuitionaid.com)
  - Select "applicant sign in"
  - Fax the necessary supporting documents (e.g., 1040) to FACTS at 1-866-315-9264.
  - Questions regarding the online process should be directed to the FACTS parent call center at 1-866-315-9262.

### **RECORDS YOU WILL NEED TO ASSIST YOU IN COMPLETING YOUR APPLICATION:**

- U.S. income tax return (IRS form 1040, 1040A or 1040EZ **and** any supporting IRS schedules)
- Records of untaxed income (e.g., child support payments, Workers' Compensation, clergy housing allowance, welfare benefits)
- Current mortgage information
- Records of medical and dental bills not covered by insurance
- Business records (if self-employed)
- Records of assets (stocks, bonds, and other investments)
- Church or charitable contribution records
- Debt information - remaining balance, interest rate, monthly payment

#### **IMPORTANT INFORMATION FOR RETURNING FAMILIES:**

- To be considered for aid, your **tuition assistance application must be submitted to FACTS Management Company by March 30, 2012.** Your re-registration materials may be submitted separately to the DCSS Admissions Office in order to meet the Early Registration Incentive deadline.
- In order to receive tuition assistance, returning students **must be registered.**
- Your account from the 2011-2012 school year must be **paid-in-full** by June 20, 2012.