

# Florida Christian School

## Financial Aid Process Step-by-Step Guide

### 2019 / 2020 School Year

#### **Step 1: Ensure qualified to apply for Financial Aid.**

- a. 2018 / 2019 Tuition Account is current (zero balance).
- b. Student(s) Admission and Enrollment process is completed for the 2019 / 2020 school year.

#### **Step 2: Complete the FAST online application by May 1, 2019.**

- a. Click on the FAST link: <https://goo.gl/CZVLv2>.
  - i. Online application is available in English or Spanish.
  - ii. Help is provided for each field online. Additionally, FAST offers a dedicated phone help desk (1-877-326-FAST) and email support (help@ismfast.com) for all your questions 24/7. Please call FAST for questions about the online application.
  - iii. FAST has an application fee. The fee is paid online via credit card (VISA or MasterCard).
- b. Mail the required 2018 documents within two (2) weeks of completing your online application, but no later than May 1, 2019.
  - i. Send a copy of the following tax documents:
    1. 2018 Individual Income Tax Return, Form 1040, 1040A, or 1040 EZ (signed copy, including all schedules and statements, as filed with the Internal Revenue Service)
    2. 2018 Forms W-2
    3. 2018 Forms 1099
    4. 2018 Business Tax Returns
      - a. Form 1120 (for your business if a C Corporation)
      - b. Form 1065 (for every Partnership or LLC included in Form 1040, Sch E)
      - c. Form 1120S (for every S Corporation included in Form 1040, Sch E)
      - d. Form 1041 (for every Trust included in Form 1040, Sch E)
  - ii. Submit a signed Request for Transcript of Tax Return (Form 4506-T). Complete lines (1-4)
  - iii. Include a copy of any State of Florida Scholarship Award / Status letter for each Student, if applicable.
  - iv. Mail all required documents to FAST at below address. When mailing, include "Florida Christian School" on the front of the envelope under your return address.

FAST Processing  
ISM  
1316 North Union Street  
Wilmington, DE 19806-2594

***Important: The Aid application is not complete until receipt of all required documents.  
Only complete applications are reviewed by FCS and considered for Financial Aid.***

#### **Step 3: Review and Evaluation**

- a. FAST reports to FCS the level of each applicant's financial need.
- b. FCS conducts review and evaluation for award determination.  
Conferences with applicants may be scheduled.

#### **Step 4: Award Determination**

- a. Award posted to reduce family's payment plan agreement. Agreement Confirmation Notice advising of scheduled payments emailed to family.
- b. Denial notification sent to families that do not qualify.