



PLEASE READ THE INSTRUCTIONS IN ITS ENTIRETY

The financial assistance (FA) process is strictly confidential. By submitting your financial assistance packet, you agree to the terms and conditions of the financial assistance policies and procedures. Financial need is determined by the ability to meet educational expenses, not on a willingness to pay. Awards are annual, contingent upon continuing eligibility and availability of funds.

Financial Assistance (FA) documents will not be accepted or processed until the Enrollment & Tuition Agreement has been signed and all monies due to Posnack are paid and up to date.

DEADLINE:

For existing Posnack School families, the FA application is due no later than **January 29, 2021.**

For new families, the FA application is due one week from submitting the signed Enrollment and Tuition Agreement.

All financial assistance applications submitted after the deadline will be reviewed on a first-come, first-serve basis. Adhering to the deadline and responding to missing information is critical.

THE FINANCIAL ASSISTANCE PROCESS:

NEW: The new financial assistance application is completely online. Please use the following link to begin the application: <https://form.jotform.com/203088118630148>

1. Please complete the application in full. Do not leave any question unanswered.
2. If the question does not pertain to your situation, write "N/A" in the space provided.
3. All documents on the CHECKLIST need to be uploaded in the specified section before submitting the application.
 - Once the application is submitted, any missing items will not be able to be uploaded to your current file.
 - If items are missing after the application is submitted and then emailed at a later date, the process of reviewing your application will be slowed considerably.
 - For Example:
If your bank statement includes a debit to a credit card company, make sure the credit card listed on the bank statement is included with the statements you upload in the credit card section.
4. EXCEPTIONS to submitting items by the deadline:
 - 2020 Tax Returns are due when completed but no later than April 16, 2021.
 - 2020 Tax related items such as 2020 W-2's or 1099's are due in February 2021 if not included in the originally submitted application.
 - **DO NOT wait for the above items before submitting the application. Adhere to the January 29, 2021 deadline.**
5. Upload form 4506. Only parent signatures are required on that form.
6. The non-refundable application fee is \$50 if your paperwork is received by the deadline. After the deadline the fee will increase to \$100.
7. Please use the following Paypal link to pay the FA application fee:

PayPal Link:

https://www.paypal.com/cgi-bin/webscr?cmd=s-xclick&hosted_button_id=VZTGNHFAS86GE

8. In addition to Posnack School's financial assistance, all families are required to apply for the Florida Tax Credit Scholarship (FTC). This is an income-based scholarship.

Link: www.Stepupforstudents.org.

DO NOT wait to hear if you are awarded FTC before applying for Posnack School's financial assistance.

Upload documentation that you applied to Step Up for Students with your Posnack School Online financial assistance application.

9. Once your financial assistance is received, you will be notified of any items needing clarification. You will have one week to submit the requested items. If the items are not received by the given date, your financial assistance will NOT be reviewed, and your Enrollment & Tuition Agreement will be considered a FULL pay agreement.
10. Financial assistance is not guaranteed.

FA COMMITTEE'S DECISION:

- If financial assistance is awarded, parents will receive a revised Enrollment and Tuition Agreement through DocuSign. Both parents (if applicable) are required to sign within one week of the revision being sent or the FA will be forfeited.
- If financial assistance is **not** awarded, parents will receive an Enrollment and Tuition Agreement through DocuSign. Parents will have one week to send the Business Office a written statement (1) if the student(s) will not attend the 2021-2022 school year or (2) appeal the decision. If the Business Office does not receive written notification by the deadline the agreement will be FULL PAY.

If ANY scholarship and/or grant is awarded after the family accepts the financial assistance, the committee may adjust the amount of the award.

The process of applying for and receiving financial assistance is kept strictly confidential. It is our intent to make this assistance available as broadly and fairly as possible. **WE DO NOT SHARE THIS INFORMATION WITH ANY GOVERNMENTAL AGENCY.** Information provided will be held confidential and is for Financial Assistance purposes only.

You will lose all financial assistance, and reimbursement of full payment will be required, if it is disclosed that you discussed ANY part of the financial assistance process including but not limited to the amount, terms or general information of your financial assistance with anyone but the Financial Assistance Department.

For questions please contact:

Donna Diehl (East Campus) at 305-933-6946 ext. 7867 ddiehl@posnackschool.org.

Karen Kleiman (Main Campus) at 954-583-6100 ext. 235 kkleiman@posnackschool.org

Please note that you must upload the following information with your completed Financial Assistance Application. All information must be LEGIBLE.

Copy of completed 2018, 2019, and 2020 Personal Federal Income Tax return
2020 Tax return due by April 19, 2021. All other tax returns due with FA application.
Do not Submitted Tax Returns that you submitted last year.

Print, sign and upload IRS Form 4506.

IF YOU OWN YOUR OWN COMPANY: copy of your completed 2018, 2019, 2020
Corporate Federal Income Tax return and K-1.

IF YOU OWN YOUR OWN COMPANY: Copy of your completed Profit & Loss
Statements for each quarter of 2020.

Copy of all W-2 forms received by you for income earned in 2020.

Copy of all 2020 - 1099 forms received by you for all income including
interest, dividends and rentals received and for any interest paid by you for
mortgage, etc.

Copy of ALL applicants pay stubs for END of MONTH for the past 2 months.

Copy of your year end 2020 mortgage statement for ALL PROPERTIES YOU
OWN, including your primary residence, secondary residence, time share
or business property.

Copy of ALL leases for ALL properties you rent, including your primary
residence and business residence.

If DIVORCED or SEPARATED, a copy of your signed/recorded divorce decree and
a complete copy of any property/marital settlements entered into between
you and the child/s other parent including any pending litigation regarding
child support, support enforcement or child custody.
ONLY SUBMIT IF YOU HAVEN'T HANDED IN BEFORE.

Copy of driver's licenses of ALL responsible parties.

Copy of auto insurance CARD listing ALL cars.

Copy of your last three (3) months of ALL bank statements.
INCLUDE EXPLANATION FOR ALL DEPOSITS. (DO NOT SUBMIT BLANK/AD PAGES)

Copy of your last three (3) months of ALL credit card statements.
(not just page 1 of the bill) Do not submit blank or advertisement pages.

Copy of summer camp price list.

\$50.00 application fee (After deadline: \$100)

Use PayPal link:

https://www.paypal.com/cgi-bin/webscr?cmd=s-xclick&hosted_button_id=VZTGNHFAS86GE

Apply to Step Up For Students. Provide documentation that you applied.
Stepupforstudents.org