



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.

DEADLINE FOR CURRENT POSNACK SCHOOL FAMILIES: The FA application is due no later than **January 16, 2026**.

DEADLINE FOR NEW FAMILIES ENROLLED AFTER JANUARY 2026: The FA application is due **one week from the time your Enrollment Agreement was signed**.

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.

Financial assistance is not guaranteed.

***Returning Financial Assistance Families* are required to complete the FACTS Financial Assistance Application.**

Families applying for financial assistance will need to complete a FACTS application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment using the below link.

FINANCIAL AID LINK FACTS link:

Main Campus link: <https://online.factsmgt.com/signin/3CFXY>

***First time Financial Assistance Applicants* are required to complete 2 documents:**

Document 1: FACTS Financial Assistance electronic application.

Main Campus link: <https://online.factsmgt.com/signin/3CFXY>

Document 2: Please email Kkleiman@posnackschool.org to receive the New Applicant FA Application

Please review the instructions for both forms.

THINGS TO KNOW BEFORE COMPLETING THE APPLICATION:

If you are new to Posnack FACTS, "Create Your Account".

If you have an existing Posnack FACTS account and have already created a user account, please select "Sign In" and use your existing username and password.

- Click on the "Start Application" link.
- Select the appropriate school year.
- Complete the steps as prompted.

If you have children on both Main and East Campuses, please complete **one** application using the Main Campus link.

Once the FACTS application has been submitted, print the provided coversheet that shows all the required documents needed to complete your FACTS application.

Both parents' information who are required to sign the Enrollment and Tuition Agreement must be included on the FA Application.

*If parents are not married, **two separate** Financial Assistance Applications are required.*

In addition to Posnack School's financial assistance, all families are required to apply or renew the State of Florida Private School Scholarship (Family Empowerment UA or FES-EO/FTC scholarship) when it opens.

Link: www.Stepupforstudents.org.

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

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.

AFTER COMPLETING THE FACTS ONLINE APPLICATION, YOU WILL NEED TO UPLOAD ALL REQUIRED SUPPORTING DOCUMENTATION.

Once you submit your application and documents to FACTS continue to monitor your FACTS account for additional documents that are required to be submitted.

The following supporting documents are required to complete the FACTS application process:

- IRS 2024 & 2025 Federal Income Tax Return, including all supporting schedules. If applicant and co-applicant file separately, we require both tax returns for the same tax year.

- Copies of all 2025 W-2 Wage and Tax Statements for both the applicant and co-applicant.

NOTE: If you are applying before you have received all the current year W-2 Wage and Tax Statements, please submit them as soon as they become available.

- Copies of all supporting 2025 tax documents if you have business income/loss from any of the following:

- Business - send Schedule C or C-EZ and Form 4562 Depreciation and Amortization
- Farm - send Schedule F and Form 4562 Depreciation and Amortization
- Rental Property - send Schedule E (page 1)
- S-Corporation - send Schedule E (page 2), Form 1120S (5 pages), Schedule K-1 and Form 8825
- Partnership - send Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825
- Estates and Trusts - send Schedule E (page 2), Form 1041 and Schedule K-1

IMPORTANT: If you file a tax return but do not have W-2 wages because you are self-employed, you will be required to submit a copy of your 2024 & 2025 Federal Form 1040 Tax Return.

- Copies of all supporting documentation for household Non-Taxable Income such as: Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF).

If you do not file a tax return, you are required to provide documentation of all income received.

You may log in to your FACTS user account to review the status of your application.

If you are applying after the deadline, contact Karen at kkleiman@posnackschool.org to ensure that your application will be accepted. A non-refundable application fee is required before your application will be submitted.

FA COMMITTEE'S DECISION:

- **If financial assistance is awarded**, parents will receive a NEW Enrollment and Tuition Agreement through Veracross. Both parents are required to sign within one week of the revision being sent or the financial assistance will be forfeited and your child(ren) will be officially withdrawn from the 2026-2027 school year.

- **If financial assistance is not awarded**, parents are required to contact the Business Office within one week with a written statement (1) if the student(s) will not attend the 2026-2027 school year or (2) appeal the decision.

- **If financial assistance is not sufficient**, parents will have one week to send the Business Office a written statement (1) if the student(s) will not attend the 2026-2027 school year or (2) appeal the decision.

If ANY scholarship and/or grant is awarded after the family accepts the financial assistance, the committee will review your financial assistance and 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.

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:

Karen Kleiman (Main Campus) at kkleiman@posnackschool.org

Revised 10-27-25