

# Tuition Assistance Program (TAP) Information Sheet

## What is TAP?

TAP is the program which oversees all types of financial awards for VCS tuition.

## What is TAP comprised of?

TAP is made up of special scholarships, merit awards and financial aid awards

## What are the qualifications for special scholarships, merit awards, and financial aid?

- **Special scholarships**
  - **Lifer Scholarship:** Seniors in good standing who attended since kindergarten (\$3,000\*)
  - **Proverbs 22:6 Scholarship:** Junior Kindergarten, Kindergarten, 1st graders (\$3,000\*)
  - **Fine Arts Scholarships:** MS and HS Fine Art students, based on auditions (\$ varies)
  - **Family Scholarships:** 2nd child 10% off base tuition (\$1,215)  
3rd or more 15% off base tuition (\$1,822)
  - **Superintendent Scholarships:** Demonstrated and potential strength in leadership, character or service. These scholarships will be evaluated by committee; could include extended school community (board, administration, faculty, parents, and alumni). An additional consideration for Superintendent Scholarships is parental involvement in local community: pastoral and lay leadership, leadership in volunteer organizations. (10%-100% award)
- **Merit awards**
  - Merit awards will range from \$250-\$5000\* and will be awarded based on academic achievement, contribution to the school community, and contribution to the local community.
  - The following factors will be considered for academic merit awards:
    - Top 20% GPA (cumulative) for each grade level (2-11) and
    - Top 20% of standardized test scores
  - Applications will be evaluated by school personnel using objective criteria
- **Financial aid awards**
  - Financial aid awards are evaluated by an outside company for an impartial review of a family's financial situation. All forms of income and all expenses are considered in the application.

**What do I have to do to be considered for the Tuition Assistance Program at VCS?**

Submit a TAP application (and CFA application if applying for financial aid awards) by March 14, 2008.

**How do I apply?**

For all types of awards (scholarships, merit, financial aid), every family must complete a TAP application. Additionally, for financial aid consideration, families must fill out the CFA Tuition Assistance Application.

**When will I be notified of any awarded amounts?**

Recipients will be notified by mail of any awarded amounts by April 14, 2008.

**CFA application – Only families applying for financial aid need to complete**

The CFA Tuition Assistance Application has been used for the past 4 years. It is developed and processed by a company called CFA (Confidential Financial Analysis). This application asks detailed questions about a family's income and expenses in order to determine an appropriate amount of aid. This form only needs to be completed once per family.

This application can be completed either online or on paper and should be sent directly to CFA. The analysis costs \$30 and should be paid to CFA at the time of application. For verification purposes, CFA also requires that you submit last year's federal and state tax returns as well as your last 4 pay stubs. In this process, CFA may contact you to verify additional information.

\*Awards will be based on the number of qualified applicants and available funding.

# Directions for Completing the TAP Application

Please refer to these instructions and explanations when completing the TAP Application. The examples listed for each section are not intended to be exhaustive, but rather provide a guide for understanding. If after reading the instructions, you have further questions or questions specifically related to your family, please send them via email to [enrollment@villagechristian.org](mailto:enrollment@villagechristian.org).

**Front page:** Family Information (complete once per family)

## **Section II. Family Contribution to School and Local Community**

- **Occupation/Employer:** List occupation and employer for each parent as applicable. If one parent is retired, please list the former employer. If one parent is currently unemployed, please list the occupation and write “currently unemployed” as the employer.
- **Education:** please list the highest level of education attained by each parent
- **VCS Alumni:** please indicate if either parent is a VCS alumni and graduation year.
- **Church involvement/leadership positions:** List church of attendance. Leadership positions could include activities such as pastor, elder board, deacon, Sunday school teacher, member or leader of a church commission, choir or worship team member or leader, youth volunteer, Bible study leader, Vacation Bible School teacher, or greeter.
- **Community service organization affiliations:** This could include organizations such as Kiwanis Club, Rotary Club, Optimist Club, Elks Club, Chamber of Commerce, National Charity League, Neighborhood Councils, Young Life, YMCA/YWCA, Boy/Girl Scouts, and Emblem Club.
- **Philanthropic participation:** List any organization your family supports monetarily.
- **Awards or recognitions:** These could have been awarded by your employer, a professional organization, your church, or a community organization.
- **VCS Volunteer Involvement:** Please indicate volunteer involvement at VCS such as room parent, PTF or Booster Club member/officer, event chair person or coordinator, team parent, or event committee member.
- **Other types of contributions/service:** Any other information you would like considered that demonstrates a contribution to the school and/or local community

## **Section III. Additional Information**

- **Hobbies/special interests:** List any skills or interests you would be willing to volunteer to enrich the VCS school experience
- **Applying for financial aid tuition assistance:** Circle “Yes” if you are going to fill out the CFA Application and wish to be considered for financial aid tuition assistance. Estimate the amount of aid needed based on a \$12,150 annual tuition cost. Circle “No” if you are not going to apply for financial aid assistance.
- **Sponsoring a student or family with extreme financial need:** If you circle “yes”, you may be contacted and presented with opportunities to sponsor students as needs arise.

Please sign and date the TAP form.

**Back page:** Student Information, complete once for each student. All information listed should relate to either the 2006/07 or 2007/08 school years.

## **Section IV. Student information**

### **Academic Qualifications**

- **Returning students:** The school will check all applicants for academic merit. We will consider a student's test scores and cumulative GPA.
- **New students:** Please include academic indicators of your cumulative GPA and most recent standardized test scores. Use a broad score such as "Basic Battery," "Composite Score," or "Complete Battery." Please include the name of the test taken, such as SAT10, ITBS, ERB, etc.
- **A note about GPA calculations:** GPA calculations will be based on a student's cumulative GPA ranking within their class. The calculation for cumulative GPA will include 9-12<sup>th</sup> grade for high school students, 6-8<sup>th</sup> grade for middle school students, and 2<sup>nd</sup>-5<sup>th</sup> grade for elementary school students.

### **Academic/Behavioral Awards**

- **End of the year awards:** For middle and high school students, these awards are typically given in each subject during an awards night in May. Examples would be the Biology Student of the Year award or Crusader of the Year awards.
- For elementary students, these awards could include any award given at 5<sup>th</sup> grade culmination, perfect attendance awards, Principal's Honor Roll, or other behavioral awards.

### **Student Contribution to VCS**

- **Co-curricular Activities:** Co-curricular activities involve enrollment in courses that include significant outside of class time participation in activities other than typically academic preparation and studying. This would be courses such as Choir, Band, and Strings. Leadership positions could include titles such as section leader, chaplain, and/or secretary. Special recognition could be from a festival or solo recognition.
- **Lunch time activities:** This would include regular activities that take place during lunch time. Examples include Math club, Invisible Children Club, Spanish Club, intramural sports, and middle school accountability groups, etc. Club officers should list their titles.
- **Before/After School Activities:** List involvement in any activity that involves time commitment after school. This would include play casts and crew, Elementary Honor Choir, and Fine Arts Academy participants, along with any other after school activity. List any recognition or leadership role such as captain, student director, special awards, and/or performance awards.
- **Campus Ministries:** Activities and courses such as Servant Leadership, Christian Leadership, Mexicali trip, Tijuana trips, Awaken band
- **Publications:** Yearbook, High School Newspaper, Village Voice articles, Crusader Kids Newsletter
- **ASB/MS Senate:** Associated Student Body officers and representatives, Middle School Senate officers, class officers
- **Other:** Any other information you would like considered that demonstrates a contribution to the school community

### **Student Participation in Community**

- **Church Involvement:** List church affiliation and areas of service, such as small group leader, child care volunteer, AWANA, VBS teacher, camp counselor, or worship team member.
- **Community activities:** Involvement in organizations such as AYSO, Little League, YMCA, Boys and Girls Club, Scouting, and Pop Warner.
- **Service Organizations:** Involvement in organizations such as National Charity League, Youth Commissions, and JSA. Leadership could take the form of officers or committee chairs.
- **Performing Arts:** Involvement in community theater or music groups, including paid positions.

- **Volunteer work:** Unpaid work done for organizations such as hospitals, libraries, food banks, homeless shelters, and charitable organizations.
- **Other:** Any other information you would like considered that demonstrates a contribution to the local community

For additional information visit the [www.villagechristian.org](http://www.villagechristian.org)  
Submit additional questions to [enrollment@villagechristian.org](mailto:enrollment@villagechristian.org)