



Holy Family Catholic High School

Financial Aid Program Policies and Procedures

Effective January 1, 2008

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Holy Family Catholic High School
Mission Statement

Holy Family Catholic High School offers students excellence in education by providing opportunities to grow spiritually, morally, intellectually and physically within a community of faith. We empower and encourage our students to achieve personal excellence, to use their talents to lead, to serve God, one another and the larger community.

Introduction

The purpose of publishing the Holy Family Catholic High School Financial Aid Program Policies and Procedures Manual is: (1) to make the program evident and clear to all interested parties within and outside the Holy Family Catholic High School community; (2) to clarify the rationale for the program's existence; and (3) to set forth the parameters of participation for all who would seek financial assistance for the education of their children at Holy Family Catholic High School.

HISTORY AND RATIONALE FOR THE PROGRAM

In August 1995, four Catholic laymen met in an Excelsior coffee shop to begin the first of many discussions that would eventually evolve into Holy Family Catholic High School. The four friends brought a love for Catholic education and their surrounding community into every aspect of the school's genesis. Receiving the support of over 25 parishes, these founders took their vision and dream of a new, affordable Catholic high school and turned it into one of the finest educational opportunities in the Twin Cities area. To this day, Holy Family Catholic High School remains one of only a few high schools in the country to be initiated by Catholic laity.

Inherent in Holy Family Catholic High School's philosophy and mission, there exists an obligation to seek to extend its educational programs to those students of diverse racial and socioeconomic backgrounds who have the desire for a Holy Family education, but not the economic means to pay the associated costs.

Holy Family Catholic High School provides a need-based financial aid program. Consistent with the school's mission, this program promotes and provides access to its educational programs to families of who would be unable to avail themselves of a Catholic, secondary education without financial aid.

GOAL OF THE PROGRAM

The primary long-term vision of the Holy Family Catholic High School financial aid program is to achieve a funding level where the demonstrated financial need of all accepted students is met and that they enjoy longevity of enrollment.

Financial Aid Committee

The President is responsible for the overall administration and operation of Holy Family Catholic High School's financial aid program and for maintaining its integrity. The President chairs the committee that makes final decisions on the allocation of funds. The President or committee member delegate will have these additional responsibilities:

- managing the program budget;
- dispensing the financial forms;
- maintaining records;
- corresponding with families;
- corresponding with Tuition Aid Data Services (TADS);
- analyzing TADS Confidential Reports and calculating need;
- verifying, however necessary, submitted application information;
- requesting additional information from families;
- setting up and conducting meetings, as necessary, with applying families;
- making recommendations for financial aid awards to the committee in accordance with the policies of the program.

The Financial Aid Committee consists of the President, Vice President of Finance, Business Manager, and Director of Admissions. The responsibility of the committee is to execute policy for the program as established by the Board of Directors, and attend meetings as scheduled by the Business Manager.

The committee will meet in April to review the TADS Confidential Reports and determine financial aid awards. Other meetings will be conducted to review appeals and award requests from late admission applicants. The President and Vice President of Finance will report the financial aid status to the Finance Committee of the Board of Directors.

Financing a Holy Family Catholic High School Education Through Assistance

Financial Aid at HFCHS is need-based; families must demonstrate financial need through the application process.

BUDGET

The budget for financial aid, established for the ensuing academic year by the Board of Directors, is derived from a portion of annual giving income as well as non-endowed funds. If it is demonstrated and documented that a family qualifies for financial aid, they will be considered for grants derived from the financial aid budget.

GRANTS

Tuition grants are solely need-based awards and do not have to be repaid. Most often they are partial; rarely does a grant cover the full cost of tuition and fees.

SPECIAL NEED-BASED FINANCIAL AID GRANTS

Many individuals, organizations, corporations, and foundations contribute to HFCHS's financial aid program and have established certain grant criteria. When awarded, these special grants comprise part of a student's entire total financial aid package.

General Policies

CONFIDENTIALITY

Philosophically HFCHS is opposed to any practice publicly identifying recipients of aid or distinguishing them from others. Financial information submitted by parents is treated with strict confidence by the President and the committee. Occasionally certain faculty or staff will need to know who is receiving financial aid, but they will not have access to parental financial information.

There are two exceptions to confidentiality. First, it may be requested that the student write a personal thank you letter to the donor of the HFCHS fund providing his financial aid. Second, the student may be asked to help at annual school-sponsored events. Additionally, parents may be asked to assist at fundraising events.

NEED-BLIND CONSIDERATION AND ACCEPTANCE

HFCHS strongly believes in providing equal opportunity for acceptance to all financial aid applicants. Therefore, no student is denied acceptance due to a need for financial aid.

NEED-BASED AID

Families applying for financial aid must demonstrate need through application to Tuition Aid Data Services (TADS). The TADS “Household Contribution to Education” is calculated based on a family’s ability to meet educational expenses.

DURATION OF COMMITMENT

Holy Family Catholic High School is committed to longevity of enrollment among its students who receive financial aid. Every attempt is made to meet the needs of returning financial aid students from year to year who demonstrate continuing need.

PERFORMANCE RIDER

Holy Family Catholic High School is opposed to academic performance riders philosophically and in practice. An admitted financial aid student is held to the same standards and requirements – no more, no less – than those whose parents pay the full cost. Students receiving financial aid are eligible for all the benefits and services available to the student community.

PARENTAL RESPONSIBILITY

Holy Family Catholic High School strongly believes that the prime financial responsibility for a child's education rests with the parents. Holy Family is not in a position, philosophically or financially, to assume the financial obligation of a custodial parent, non-custodial parent, or stepparent who chooses to step away from the situation. Aid is based on a family's ability to meet educational expenses, not willingness or unwillingness to pay.

It is the position of Holy Family Catholic High School that separated or divorced parents retain the obligation to contribute to the educational expenses of their children, whether or not there is a legal agreement between them to do otherwise.

MINIMUM PAYMENT

Financial aid budget constraints preclude the granting of full tuition and fee scholarships except in rare situations. In many cases, the family will be responsible for a portion of the cost. The amount of financial assistance offered to a student will be calculated using the following criteria: 1) the total amount of tuition; 2) the TADS estimate of need or the family's estimate of need, whichever is lower; and 3) the philosophic principle that the committee will do everything possible to determine a tuition assistance award that is fair to the school and affordable to the family.

EDUCATION EXPENSES

The committee considers the total annual tuition to HFCHS in determining financial aid awards. Tuition of siblings in grades pre-K through grade 12 not attending Holy Family Catholic High School is considered up to the amounts allowed under TADS. Education expenses for siblings (post high school), are also taken into consideration.

CHILD SUPPORT IN CASES OF SEPARATION OR DIVORCE

Child support is considered an expense to the payer and income to the payee.

BARTERING

HFCHS is often asked by parents to consider bartering professional services in lieu of tuition payments. This arrangement is prohibited by the IRS and therefore, not allowed by Holy Family.

WORK STUDY PROGRAM

HFCHS does not have a work study program for students to offset tuition payments.

HOME EQUITY

HFCHS treats home equity as an asset, as it provides a measure of financial security and creates loan leverage.

CAPITAL GAINS

Capital gains are included and treated as income for financial aid purposes.

DEPRECIATION

The policy of Holy Family Catholic High School is to disallow loss against income that is due to business depreciation, since doing so constitutes a loss on paper.

TRUST FUNDS AND MONETARY GIFTS

Holy Family Catholic High School considers trust funds and monetary gifts to parents or children an asset, though they may be restricted or earmarked for college or other specifics. Their existence indicates that a greater amount of the family's income is available to pay the costs associated with a Holy Family Catholic High School education.

Policies Applicable to Special Situations

Holy Family Catholic High School adheres to policy for certain situations that may be part of the application process for financial aid for some families.

PARENTS VOLUNTARILY REDUCING INCOME

Holy Family Catholic High School maintains a policy of not subsidizing with financial aid a parent's voluntary reduction of income (i.e., voluntarily terminating employment or separating from employment to become self-employed). It is assumed that the parent has given consideration to the impact that this would have on their ability to afford Holy Family Catholic High School costs, and that they are aware of the possible separation of the child from HFCHS. This situation would call for recalculation of the TADS application and calculated need, where the previous income would be included in the total family income.

PARENTS RETURNING TO SCHOOL

If a parent leaves employment to return to school, it is considered a conscious, voluntary reduction of income after taking into account the potential impact on the ability to afford Holy Family Catholic High School costs. Though this situation would reduce parental income and create greater financial need, Holy Family Catholic High School is not in a position philosophically or financially to subsidize the parent's decision. If a parent leaves employment to return to school, there is no allowance for the tuition paid on behalf of the parent.

SEPARATED AND DIVORCED PARENTS

Holy Family Catholic High School expects parents to pay the educational costs to the full extent that they are financially able. That principle applies to all parents, including those who are separated or divorced. Holy Family Catholic High School is not bound by a divorce decree or legal document excusing a parent from financial responsibility for a child's educational expenses, or the fact that a parent has disclaimed financial responsibility for the student.

In the case of separated or divorced parents, all required forms will be sent to both parents if the non-custodial parent has the right to receive school information. If Holy Family Catholic High School does not have non-custodial parent contact information, the custodial parent has the responsibility to forward the appropriate forms to the non-custodial parent.

Non-involvement in a child's life and, thus, exemption from financial responsibility with regard to tuition/fee costs at Holy Family Catholic High School by a non-custodial parent requires satisfactory documentation by the custodial parent.

Remarriage of either natural parent creates a new family unit with new relationships, but since the natural parents still have a parental obligation, the income and assets of the entire family unit are seen to have a bearing on the natural parents' ability to contribute to the educational expenses of the children.

MID-YEAR CHANGES IN FAMILY FINANCIAL STATUS

Holy Family Catholic High School recognizes that an unexpected negative change in a full-tuition paying family's financial circumstances during the course of an academic year can necessitate the need to request consideration for financial aid. Should this occur, a family is welcome to contact the Business Manager and request TADS materials in order to complete the application process. However, with funds being disbursed as early as the previous May, there may not be any assistance funds available.

Timetable

It is necessary that all families requesting assistance apply each year for financial aid, and that they demonstrate continued need.

There are prescribed time periods when the various major components of the financial aid program are addressed. The following time frame must receive close and responsive attention by interested parents if they wish to receive consideration during the first Financial Aid Committee meeting in April.

January

Financial aid forms are mailed to current financial aid recipient families, current non-financial aid families wishing consideration, and those who submitted an application for admission to Holy Family Catholic High School. Returning families wishing first-time consideration must make their requests known to the Director of Admissions in writing or by telephone.

Parents complete their federal and state income taxes for the tax year just ended and all applicable schedules.

Parents complete all applicable financial aid application forms.

February

Parents complete the TADS form either online or by hand, pay the TADS processing fee, and send copies of their income tax forms to TADS no later than March 1.

March

Parents may be contacted by TADS to supply further forms, information, or documentation.

April

Confidential reports are sent to Holy Family from TADS. The Financial Aid Committee begins the review process.

May

Financial aid awards will be mailed. Parents sign and submit the original award letter to Holy Family Catholic High School. The signed award letter becomes an amendment to the initial signed Tuition Contract.

June-August

Financial Aid Committee continues to meet and make awards for any late admission applicants, if funds are available.

General Application Procedures

All parents wishing consideration for financial aid for the education of their children at Holy Family Catholic High School adhere to the same timetable. Parents of applicants for admission must be mindful that they do not wait for an admission decision before completing the process, but that they complete both processes simultaneously.

The Business Manager is available to speak or meet with any parents who have questions and/or concerns about the required forms, process, or timetable. A phone call to the Business Manager is the first step in gaining assistance.

Tuition assistance requests will only be considered for newly accepted students who have submitted their HFCHS application form to the Director of Admissions and have paid the appropriate application fee. New and returning students must have submitted a signed HFCHS Tuition Contract and paid the registration fee before they will be considered for Tuition Assistance. Applications received without the required forms and fees are incomplete.

It is important that all applications are completed and submitted to TADS prior to the March 1 deadline in order to be considered for assistance at the first Financial Aid Committee meeting. The majority of available assistance funds are awarded at this meeting. Late and incomplete applications risk the possibility of insufficient funds to meet their needs.

TADS Application Process

The process for parents completing the financial aid application should be followed in the stated order:

1. Families new to Holy Family complete an admissions application.
2. New and returning families submit completed Tuition Contracts prior to financial aid awards being granted.
3. Parents complete their federal and state income taxes for the tax year just ended, including all applicable schedules.
4. Figures from the completed tax forms are used to complete the TADS form. A letter of explanation may be written giving any additional information considered pertinent by the parents in making their financial situation known and clear to the Financial Aid Committee.
5. The TADS form can be completed and the processing fee submitted online at *www.tuitionaid.com*. All federal income tax returns are then faxed to TADS. If online access is not available, the TADS form may be completed by hand and mailed with the processing fee and all federal income tax forms and schedules to:

Tuition Aid Data Services
800 Washington Ave. N Suite 671
Minneapolis, MN 55401

Parents should be aware that, for purposes of communicating with TADS regarding their application, the Holy Family Catholic High School code #23322 is to be used; the school city is "VICTO."

It is important that parents keep a copy of each form submitted in connection with the financial aid application process.

In reviewing an application for financial aid, the Financial Aid Committee will utilize all information submitted by the parents and any further clarification or documentation requested, as well as any and all information which may be available or forthcoming from any source. In the case of lack of clarity or discrepancy, the parents will be notified.

It must be emphasized that any and all policies and procedures related to Holy Family Catholic High School's financial aid program are intended to ensure and maintain its need-based foundation and integrity.

Finalizing the Process

ACCEPTING FINANCIAL AID

Financial aid decisions are made for an amount for the entire year and take into account the total cost of tuition at Holy Family Catholic High School. Parents are advised not to accept the financial aid award offered unless they are in a financial position to pay, when due, all balances of tuition, transportation, fees, and other charges not covered by the financial aid package.

When the financial aid award is accepted – so indicated when the form is signed, dated and returned to the Business Office – it is assumed by Holy Family Catholic High School that the parents have read, understood, and accepted all of the stipulations as stated in the HFCHS Financial Aid Program Policies and Procedures Manual. The signed award letter becomes an amendment to the initial signed tuition contract. Failure to do so may result in a withdrawal of the award.

APPEALING FINANCIAL AID

Parents who are denied financial aid or receive an amount of financial aid that they find to be questionable can make their concerns known to the President in writing, stating the reason for their concern. The President will refer the correspondence to the Financial Aid Committee and, subsequently, will inform the parents of the committee's decision.

Rescinding Financial Aid

If HFCHS determines that the information submitted to TADS was materially inaccurate or misleading, HFCHS reserves the right to rescind the grant at any time.

