



## The Cincinnati Waldorf School

### Instructions for Applying for Tuition Assistance

Complete the online FACTS Grant and Aid Assessment (FACTS) application according to the instructions at [www.factstuitionaid.com](http://www.factstuitionaid.com). It is important that you answer all questions completely and clearly. FACTS will not process incomplete forms. The FACTS Customer Service number is 866-315-9262. FACTS charges a \$30 fee for processing of applications. The deadlines for submitting the online application are:

Returning Families: January 15, 2016  
New Families: February 15, 2016 or May 15, 2016

#### **There will be no exceptions to these deadlines!**

2014 or 2015 Federal Tax Forms and Schedules and 2014/15 W-2 Forms **must** be submitted to FACTS in order for your application to be processed. These documents should be faxed to FACTS on their secure fax line: 866-315-9264. Please note that any award granted prior to the receipt of this information may be subject to adjustment.

It is CWS policy to consider both natural parents' financial resources in evaluating need. In the case of separated, divorced, or never married parents, both parents must file a separate Grant and Aid Assessment Application with FACTS. Each parent must file all supporting documents as outlined above with CWS. This requirement is waived only under extraordinary circumstances. To request a waiver of this requirement, submit the "Request for Waiver" form directly to Libby Rupp in the Business Office postmarked no later than the deadlines listed above.

These forms can be found on the Admissions / Tuition Assistance Tab of the CWS website.

Contact Libby Rupp at 513-541-0220 x201 or [lrupp@cinciwaldorf.org](mailto:lrupp@cinciwaldorf.org) if you have any questions or need assistance.