



St. Paul Lutheran Preschool Financial Aid 2021-2022

Financial aid, in the form of partial assistance, is available on a limited basis for students to attend St. Paul Lutheran Preschool for the 2021-2022 school year. The financial aid is intended to assist families whose child would benefit from instruction at St. Paul Lutheran Preschool, but who do not have sufficient financial resources.

Annual funds for this program are limited and not guaranteed each year.

*Due to COVID-19 we are receiving a larger demand for financial aid. Annual funds for this program are limited and not guaranteed, but we will award recipients as much as possible. The amount offered could change throughout the year if funds are not available.

Selection Criteria

The major criterion for selection is financial need. Other factors affecting the welfare of the child and family may be considered.

The Preschool Board will use the following criteria for selection of financial aid recipients:

1. Financial Need
2. Extraordinary conditions or hardship

Application Procedures

1. Complete the application form.
2. Submit complete application form and supporting documentation to:

St. Paul Lutheran Preschool
1100 SE Sharon Drive
Ankeny, Iowa 50021

3. Selection of recipients will be made by St. Paul Lutheran Preschool Board
4. Applicants will be notified of financial aid decisions 15 days after receipt of a complete application.
5. Financial aid will not be retroactively applied.

**Financial Aid Application for St. Paul Lutheran Preschool
2021-2022**

PART I: Fill in the following student and family contact information

Household Last Name: _____ Phone: _____ E-mail: _____
Mailing Address: _____

Name of Child(ren) enrolled at St. Paul Lutheran Preschool			Birth Date	Classroom (e.g. 3, 4, or Pre K)
Last	Middle	First		
1.				
2.				
3.				
4.				

Has anyone in the family previously attended St. Paul Lutheran Preschool? Yes ____ No ____
If yes, please specify name(s) and date(s) of attendance. _____

PART II: Fill in the following for household size and household income

Please list your household size on line one and total annual household income on line two. For help in determining your household size and total annual household income, please see instructions on the back of this form.

1. Household Size: _____

2. Total Annual Income: \$ _____

PART III: Please submit copies of the first two pages of your most recent tax return

Please black out any sensitive information such as Social Security number and account numbers. The sole intent of this information is to verify total household income and household size.

PART IV: Please describe your personal situation

Describe any current circumstances which require you to need financial assistance. Feel free to attach additional sheets as necessary.

Who should I include in “Household Size”?

You must include yourself and all people living in your household, related or not (for example, children, grandparents, other relatives, or friends) who share income and expenses. If you live with other people who are economically independent (for example, who do not share income with your children, and who pay a pro-rated share of expenses), do *not* include them.

What is included in “Annual Household Income”? Annual Household Income includes the following:

- **Gross earnings from work:** Use your gross income, not your take-home pay. Gross income is the amount earned before taxes and other deductions. This information can be found on your pay stub or if you are unsure, your supervisor can provide this information. Net income should only be reported for self-owned business, farm, or rental income.
- **Welfare, Child Support, Alimony:** Include the amount each person living in your household receives from these sources.
- **Pensions, Retirement, Social Security, Supplemental Security Income (SSI), Veteran’s benefits (VA benefits), and Disability benefits:** Include the amount each person living in your household receives from these sources.
- **All Other Income:** Include worker’s compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income received. Do not include income from WIC, federal education benefits and foster payments received by your household.
- **Military Housing Allowances and Combat Pay:** Include off-base housing allowances. *Do not* include Military Privatized Housing Initiative or combat pay.
- **Overtime Pay:** Include overtime pay *ONLY* if you receive it on a regular basis.

How do I report annual household income for pay received on a monthly, twice a month, every two weeks, or weekly basis?

- Determine each source of household income based on above definitions. Households that receive income at different time intervals must annualize their income as follows:
 - If paid monthly, multiply total pay by 12
 - If paid twice per month, multiply total pay by 24
 - If paid bi-weekly (every two weeks), multiply total pay by 26
 - If paid weekly, multiply total pay by 52
- Add annualized pay together to determine the total annual household income and check the box on the other side of this form if it is within either of the ranges displayed for your household size.
- If your household size exceeds the size on the chart, list household size and total annual household income in the space provided.

If your income changes, include the wages/salary that you regularly receive. For example, if you normally make \$1,000 each month, but you missed some work last month and made \$900, put down that you made \$1,000 per month. Only include overtime pay if you receive it on a regular basis. If you have lost your job or had your hours or wages reduced, enter zero or your current reduced income.