



TUITION ASSISTANCE APPLICATION PROCEDURES AND POLICIES

PROCEDURES FOR MAUI LEARNING CENTER 2015-2016:

1. When an intent with a deposit is received, a Tuition Assistance Application will be sent as a PDF of a hard copy may be obtained by the Director of the Maui Learning Center.

Please submit to Assets School all of the following:

- A completed Assets Tuition Assistance Application Form (Page 1)
- A completed Monthly Income and Expenditure Statement (Page 2)
- A completed Net Worth Statement (Page 3)
- Copies of all W-2s and 1099s for the tax year 2013
- A COPY of your latest completed (2014) signed Federal Income Tax Return

Note: We will not accept faxed copies or copies by email for security reasons. Please mail or turn them in to the Business Office. Our mailing address is Assets School, Attn: Business Office; One Ohana Nui Way, Honolulu, HI 96818

POLICIES:

Assets School grants tuition assistance to families on the basis of economic need. The size of assistance awards depends upon funds contributed by foundations, corporations, and individual donors who care deeply about our students and support our mission. Assets considers a family's total income, expenses, assets, liabilities, and number of dependents in its analysis of a family's ability to finance their child's education.

Tuition assistance is based on a family's financial circumstances at the time of application. In the event financial assistance is obtained from any other source, Assets has and does reserve the right to reconsider any tuition assistance grant.

No tuition assistance application will be acted upon unless it is complete.

Divorced or Separated Parents

Divorced or separated families MUST make full financial disclosure for both parents before any tuition assistance award can be considered. The exception is if a parent has not been in contact with the student for more than 5 years (and not a double copy parent). It is the policy of the Hawaii Association of Independent Schools that financial assistance for a student's education be a priority for both parents. Assets School will not intervene nor act as an intermediary between divorced or separated parents. If a parent has remarried, the current spouse's income is to be included in the application.

The award is made to the student, not to the separate parents, in the case of divorced/separated families. Therefore, a letter will be generated to the main custodial parent, with a cc to the double copy parent.

Please call the Business Office at (808) 440-3616 if you have any questions.