

## **ST. CYPRIAN'S EPISCOPAL SCHOOL PROCEDURES FOR FINANCIAL AID APPLICATION**

Financial Aid is granted as funds are available to applicants in grades 5K-5 who demonstrate financial need. The School has contracted with the School & Student Service for Financial Aid, an independent firm located in New Jersey, to evaluate the financial qualifications of each applicant.

**Please review carefully the following procedures:**

1. Complete the **Parent's Financial Statement** (or the **Financial Statement for Parents Who are Separated**, if applicable.)
2. Please review the application data carefully. Incomplete or inaccurate data will constitute an immediate denial.
3. Seal, stamp and **return the S.S.S. envelope to the School** office for mailing to Pittsburgh before **April 15, 2008**  
**The S.S.S. envelope mailed to Pittsburgh should contain:**
  - A. Parent's Financial Statement
  - B. Financial Statement for Parents Who are Separated, if applicable.
  - C. Personal check or money order made out to School & Student Service for Financial Aid in the amount of \$22.00. If you wish to receive your own report the amount is \$34.50. (The school can provide you a copy of what they receive if you request it, also, at no charge)
4. The S.S.S. envelope will be postmarked the day that it is returned to the office.
5. The **Individual Student Flowchart** should be completed and returned along with the S.S.S. envelope to the School office for local processing. Please do not enclose the flowchart in the S.S.S. envelope.
6. Return the S.S.S. envelope and Individual Student Flowchart promptly! Priority for reviewing the scholarship recommendations made by S.S.S. will be given in accordance with the order that applications are returned to the School office for mailing to Pittsburgh.
7. Please expect the following notifications:
  - A. Notice of receipt by the School of the S.S.S. recommendations.
  - B. After consideration and recommendation by the Financial Aid Committee, notification of the Committee's decision. We would expect this to occur mid-June.
8. Return the Parental Response Commitment to the School office within fourteen (14) calendar days after the Committee's decision to award financial aid.
9. Failure on the part of the parent to return the Parental Response Form to the School within the fourteen (14) calendar days will constitute a parental decision not to accept the scholarship as awarded.
10. Parents accepting the terms of financial aid become immediately responsible for completing the admissions process.
11. Please be reminded that scholarships at St. Cyprian's School are applicable to the annual tuition only. Scholarship funds do not apply to registration fees. Please be aware that there are other expenses associated with being a student at St. Cyprian's including, but not limited to, uniforms, field trips, and other miscellaneous special activities that your child's class may participate in.
12. In addition to the financial commitment that you will be assuming, there is also an expected commitment of moral support. There are many avenues for you to plug in to the spirit of volunteerism that is such a big part of who we are. Please know that, as a parent, you are a very valued asset to this School. We hope that we can call on you in times of need.

# St. Cyprian's Episcopal School

## Individual Student Flowchart For Student Scholarship Application

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Name of Student

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Grade for 2008-2009 School Year

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Mother's Name

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Father's Name

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Street Address

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City, State & Zip

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Home Telephone

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Home Telephone (if different)

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Business Telephone/Cell Phone

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Business Telephone/Cell Phone

Marital Status:

Married \_\_\_\_\_

Separated \_\_\_\_\_

Divorced \_\_\_\_\_

Single \_\_\_\_\_

Custody Status of Child:

Managing Conservator:  
\_\_\_\_\_

Possessory Conservator:  
\_\_\_\_\_

Name of Parent/Guardian Assuming Financial Responsibility for Child:  
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### (For Office Use Only)

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1. Date Application Issued

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3. Date Applic. Received  
from SSS

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4. Date Applic. Processed  
by Committee

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2. Date Application Mailed  
To SSS

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5. Date Notification &  
Parent Response Mailed

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6. Parental Response Commitment Received