



EPISCOPAL SCHOOL OF BATON ROUGE

Tuition Assistance Application Checklist

STEP 1: Complete ONLINE FAST Tuition Assistance Application located at www.episcopalbr.org/tuition-assistance-awards. There is a \$45 fee to apply.

STEP 2: Submit supporting documentation to FAST immediately.

The following documents are required:

- Verification of Income
 - Forms W-2
 - Final Pay Stubs of the year
 - Forms 1099-MISC and Schedules K-1
 - W-2G for gambling winnings
 - Year-end earning statements or 1099, when available, for IRA, pensions/annuities (if figures listed on lines 15 and 16 of Federal 1040), unemployment compensation, and/or cancellation of debt
- Federal Tax Return*
- Additional Applicable Schedules*
 - Schedule C or C-EZ (Business Income)
 - Schedule D (Capital Gains)
 - Schedule E (Supplemental Income)
 - All Schedules pertaining to trusts of any kind for parent and/or children
- State Tax Return*
- All Business Tax Returns*
 - K-1's
 - 1120 for S Corp
- Proof of Property Taxes paid if you own your own home
- Documentation for Alimony and/or Child Support
- FAST Quick Processing Transmittal Page (available for download at time of application)

Please submit either Tax Year 2017 or 2018, whichever is the most recent available at time of application. If 2017 return is submitted, 2018 tax return must be received by Episcopal no later than June 1, 2019. Evidence of increased income may result in a revised Tuition Assistance award. Evidence of decreased income will unlikely modify award due to limits in Tuition Assistance funding.

Applicants are encouraged to submit documentation electronically using the Tax Scanner Feature on the FAST application.

If mailing documentation, please do not send originals to FAST, as they cannot return these items. Include FAST Quick Processing Transmittal Page and put Episcopal School of Baton Rouge on the front of the envelope under your return address. This documentation can be mailed to:

FAST Processing
1316 North Union Street
Wilmington, DE 19806-2594

You will receive an email confirmation when your tax forms and your application have been completely processed by FAST. Complete application packages (all requested forms) will be processed. Incomplete packages will NOT be processed. Faxed information cannot be accepted.

**3200 Woodland Ridge Boulevard
Baton Rouge, LA 70816
225.753.3180 | Fax: 225.756.0507
www.episcopalbr.org**

Contact

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Tuition Assistance Calendar

November 6, 2018
Tuition Assistance Online Portal open for
2018-2019 applications

January 15, 2019
Deadline to submit tuition assistance
application and all supporting
documentation for returning Episcopal
families and applicants from Episcopal
Parish Day Schools

February 1, 2019
Deadline to submit tuition assistance
application and all supporting
documentation for new families

June 1, 2019
Deadline to submit current tax
documentation

Tuition Assistance Awards
Tuition Assistance award offers will
be made beginning in January 2019