

HILO SDA CHURCH
POLICY AND PROCEDURE
Request for a Tuition Assistance Grant

I. PURPOSE

The Hilo SDA Church, when requested and funds are available, may wish to provide financial assistance to encourage Seventh day Adventist student attendance at Mauna Loa School by providing tuition assistance in the form of a tuition assistance grant. This financial assistance is based on a PFS (Parent Financial Statement) through TADS (Tuition Aid Data Services) that determines a student's financial need and available information. All requests must be made by filling out the a) 5 Step Tuition Assistance Program application from the Hawaii Conference of Seventh-day Adventists and b) filing out a PFS (Parent Financial Statement) at www accompanied by a signed copy of the most recent tax forms filed with the IRS

All forms and accompanying application will be reviewed, in confidence, by the Pastor, Church and ML School Treasurer, and the Tuition Assistance Committee.

II. POLICY

The Hilo SDA Church is committed to providing funds, as they are available, for tuition assistance for Seventh day Adventist students in need. These funds are provided through the Hilo SDA Church to the best of its ability and based on the generosity of its members.

Those families receiving tuition assistance are expected to be members of the Hilo SDA Church and regularly attending church (generally at least 50% of the time).

Students receiving this assistance must maintain passing grades consistent with their abilities and have positive citizenship scores at the school. By accepting this assistance the parent gives Mauna Loa School permission to release the students grades and citizenship scores to the Pastor and Treasurer as needed to validate compliance with these goals. Students failing in school are not eligible for continued tuition assistance and will be evaluated on a case by case basis. Parents are to maintain their portion of tuition with MLS.

Requests for tuition assistance must be completed and received by the church prior to the upcoming school year.

III. PROCEDURE

1. Parent requests financial aid from Mauna Loa School and receives 5 Step Tuition Assistance Program application from the Hawaii Conference of Seventh-day Adventists.
2. The family fills out the 5 Step Tuition Assistance Program application from the Hawaii Conference of Seventh-day Adventists and apply on line with TADS.

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3. Parent / guardian completes an application for each student for which a request is being made. Application is to be returned to the school treasurer with copies to forward to the church scholarship committee.
4. The Hilo SDA Pastor and Hilo SDA Church Treasurer receive request and review for presentation at the next tuition assistance committee meeting.
5. Parent / guardian is advised in writing of the decision to fund the request. **The parent / guardian must notify MLS if they will be enrolling their child in MLS with the grant support.** If MLS does not receive written confirmation of the intent to enroll, MLS may elect to accept other students on the waiting list for those scholarships
6. At no time will the funding requests exceed the expected available tuition assistance funds that the Hilo SDA Church members have pledged to support.
7. If a student requires additional funding, they will need to secure that funding prior to the start of the school year and advise the MLS finance committee, in writing, how the balance of the funds will be provided to the school prior to enrollment being completed.
8. Payments are due by the 25th day of the month prior and are considered late by the 26th of the month. Late fees are applied by agency processing tuition payments.

IV. EXCEPTIONS and LIMITATIONS

If the parent fails to pay their agreed upon portion of tuition they are responsible for, educational services will cease on the last day of the month.