



# HOLY NAME OF MARY SCHOOL

124 South San Dimas Canyon Rd. San Dimas, CA 91773 (909) 542-0449

## TUITION ASSISTANCE APPLICATION

- 1 Complete the attached application in MS Excel
- 2 Once you have completed the application - Rename the file using your family # and Last Name  
As an example: #15331 Simpson Family
- 3 Print out a hard copy of the application. Initial & Sign where appropriate on the last page (page 8 of 8)
- 4 Submit this application DIGITALLY (i.e. via email to [Ineag@hnmschool.org](mailto:Ineag@hnmschool.org) or on a flash drive), and in Hard Copy form to the School Office
- 5 With your application include copies of your last two years tax returns  
*If parents filed taxes separately - you need to provide two years worth of tax returns for both parents.*
- 6 With the application also submit a COVER LETTER which explains qualitatively the need for financial assistance. Be sure to discuss what change in your financial situation has necessitated the need for Tuition Assistance and what you expect to change at some point in the future that will enable you to pay full tuition at a later date.

### Routing Instructions

- \_\_\_\_\_ Complete application submitted to School Administrator
- \_\_\_\_\_ Application verification is completed by School Administrator
- \_\_\_\_\_ Summary & Verification page is printed up and given to Finance committee with all supporting documentation
- \_\_\_\_\_ Finance Committee reviews application and makes recommendation
- \_\_\_\_\_ Finance Committee recommendation is given to Pricipal/Pastor for final determination
- \_\_\_\_\_ Award/Denial Letter is sent to applicant