



## FRIENDS COMMUNITY SCHOOL, INC.

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[www.friendscommunityschool.org](http://www.friendscommunityschool.org)

### *If you would like to apply for financial aid*

FCS uses the services of TADS (Tuition Aid Data Services) to process financial aid applications electronically. TADS is a service that provides financial aid processing to over 500 independent schools (including a number of Quaker schools), using secure, encrypted data. TADS has worked with us to customize their formulae to reflect the philosophy and values of our school in order to determine financial need. Their knowledgeable support staff are accessible by e-mail, phone, and live Web interaction to help parents with any questions that arise during the application process; we have found them to be very accommodating and helpful.

The TADS service will provide informative data to FCS' Financial Aid Committee, who will make all final award determinations. The process is confidential throughout.

The application process comprises two steps: 1) completing the online application; and 2) faxing or mailing additional supporting documents (typically tax returns and W2s). Some families have circumstances that would require additional documents (for example, business owners may need to provide the business tax returns in addition to their personal returns, divorced parents may need to provide documents showing financial arrangements regarding their children, etc.). TADS will indicate which supporting documents are required, and they will contact you if anything is missing. If your 2011 tax return is not yet available, your 2010 return may be substituted, although it is not as helpful.

At the end of the application, TADS also provides you the opportunity to explain any special circumstances that your family may wish to have considered.

FCS has a modest amount of financial aid available, and, as in prior years, the maximum grant is 50% of tuition. The school may not always have sufficient funds to cover the expectations of all families, but we expect this process will allow us to distribute the available funds in a manner that meets the needs of as many current families as possible.

#### **To apply:**

- Go to [www.tads.com](http://www.tads.com).
- Go to **PARENT LOGIN** and click on **PARENTS/GUARDIANS**
- Choose **FINANCIAL AID** and begin an application (a Spanish version is available).
- Under **NEW USERS** select **BEGIN**. This will allow you to set up a user name and password. You are applying for the 2012-2013 school year; this application is available beginning in September 2011.
- Choose our state, city and school (you do not need any codes to find our school).

**TIP:** There is a page of helpful instructions, and a link to a **worksheet**. You will probably find it helpful to **print the worksheet first**, as it will make the task of completing the online application much easier. TADS staff are available to answer your application questions. If you have questions about FCS policies or usage of this information, please contact Cynthia Mowery in FCS's Business Office.

In families with divorced or separated parents, each parent should complete an application.

TADS charges a modest fee, which can be paid online, via their secure website.

**DEADLINE: Friday, February 10, 2012**

For most families, it is helpful to complete your 2011 tax return prior to beginning the financial aid application.