

## Procedure for Applying for Financial Assistance

In order for Trinity Lutheran High School to award financial aid to a student, the parents must apply through FAIR, an independent financial aid reviewer. Using FAIR ensures an objective evaluation of each family's financial need and keeps all application materials confidential.

Families can apply anytime prior to the start of the school year of which the aid is intended, however, **all financial aid applications need to be received by FAIR prior to April 15<sup>th</sup> in order to be guaranteed consideration of an award.**

**There are two methods of applying:**

### PAPER FORMS

Please stop in the office or call to request that a form be mailed to you. Fill out the form in full, and mail the form, a copy of your 2008 federal income tax return, 2008 W-2's, your most recent paystub and an application fee of \$25 to FAIR. Families using the paper application process will receive a post card confirming the receipt of their application.

**ONLINE:** Go to [www.fairapp.com](http://www.fairapp.com)

In order to apply online, you will need the following:

1. School Code: 263
2. School Password: tlhs263
3. A valid email address
4. A credit card to complete payment processing (Visa or Mastercard)
5. 2008 Federal Income Tax Return with all schedules and W-2's

To begin the application process, go to [www.fairapp.com](http://www.fairapp.com) and click on the "Online Application" link. Create a user account using your email address and create a password. You may then log in using the school code and password to fill out the form.

Once completed, you will receive a confirmation page that verifies FAIR has received your application as well as an email reconfirming receipt. The confirmation page and the email will also remind you to submit your tax return to FAIR as soon as possible. If the tax return is not received by FAIR within 14 days, an email reminder will be sent.

If you have specific questions, please call the school, or contact FAIR.

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