

**Christian Academy School System
Tuition Assistance Appeal Worksheet/Request**

Parent Name:

Student/s Name:

Student/s Grade and Campus:

Date:

Tuition Assistance Award:

Appeal Guidelines: In the space below please explain the reason for the tuition assistance appeal. If your family's financial situation has changed and the FACTS Grant and Aid application needs to be adjusted by the Tuition Assistance Coordinator, you must email the Tuition Assistance Coordinator documentation supporting the change (medical bills, employment termination letter, pay stubs or bank statements demonstrating income loss, etc.). No appeal will be considered without appropriate documentation.

The Tuition Assistance Committee will respond to your appeal within two weeks or less. Again, only emailed appeal worksheets will be accepted, and they must be sent to the appropriate Tuition Assistance Coordinator (i.e. Kentucky or Indiana). All supporting documentation must be emailed along with the appeal worksheet. Please do not send multiple emails unless instructed by the Tuition Assistance Coordinator.

Please note: While every family's appeal will be carefully reviewed for eligibility for any additional assistance, submission of this worksheet does not guarantee a change in the tuition assistance award.