

Crossroads Christian Academy

Crusader Fund Financial Assistance Program

Procedures and Guidelines

Purpose

The Crusader Fund was established with the intent of providing financial assistance in making tuition payments to identified CCA families based upon financial need. In accordance with CCA Policy 5040, it is assumed that parents who apply for this assistance have developed stewardship practices and have made every attempt to include the tuition payments in their current family budget.

Procedures

Each family applying must complete an application form requesting financial assistance and must submit a current Form 1040. The application form (see attached) contains an additional sheet which details a family budget guide. Monthly income from various sources is netted against detailed monthly expenses (e.g. housing, food, auto, medical & insurance, debt service) to determine net inflow or outflow of funds.

Once this information is received, it is reviewed by the Crusader Fund Committee (CFC) and an interview with the family is scheduled, as necessary. The CFC will consist of the CCA Financial Director, Business Office staff, and a member of the CCA Leadership Team (the Team,) as approved by the Team.

Based upon review of the above information, the CFC will determine what financial assistance is to be offered in light of the determined need and within budgetary constraints. This will then be communicated to the family in writing within 30 days of receipt of a completed application and all necessary forms. Every attempt will be made to communicate the amount of financial assistance no later than May 31st of the year prior to the school year for which assistance was requested, provided all information submitted is complete. Applications which are received during the course of the school year will be reviewed as promptly as possible, again with a goal of responding with assistance available within 30 days of receipt of the application.

The CFC will report to the Team a summary of Crusader Fund financial assistance approved, within the constraints of the approved Crusader Fund annual budget. The CFC may approve financial assistance in excess of budgeted funds with the approval of the CCA Administration, but such approvals will be reported to the Team for review.

Requirements

All families who submit an application must have their child or children enrolled for grades K-8 for the school year in which they request financial assistance. Families of students enrolling for the first time are eligible to apply for and receive financial assistance through the Crusader Fund.

Any family applying for financial assistance that is eligible for transportation reimbursement from their local school district will turn over those funds to CCA as part of their comprehensive Crusader Fund assistance package. These checks are typically received in February and June of the school year.

Financial assistance provided through the Crusader Fund may not be applied towards enrollment, testing, re-enrollment or activity fees. These charges must be paid in full by the family for each child attending CCA.

All families agree that any changes to the financial information on which financial assistance was based, whether favorable or unfavorable, will be communicated promptly to the CFC for their consideration.

Guidelines for Determining Assistance

For each applicant, IRS Form 1040s will be reviewed and compared with the accompanying monthly family budget guide to verify the accuracy and completeness of reported monthly amounts. The monthly amounts listed on the Family Budget Guide will be analyzed for content, reasonableness of identified expenses, and considered in conjunction with the tuition charges applicable to the family. Other extenuating circumstances, e.g. job loss, changes in self-employment income, child support, catastrophic illness, military service, etc... may be considered as well, to the extent these issues have been communicated to the CFC.

Each application will be considered on the basis of its own merit, however the amount of financial assistance available to be provided in total is limited by the approved annual budget for Crusader assistance. Every effort will be made to attain an acceptable level of support for the family. There is no minimum or maximum amount of assistance that can be provided, however all families are expected to pay something towards the tuition charge for their students. This serves to reinforce the value of the Christian education their child or children are receiving.

Families must reapply for financial assistance each year, and provide updated financial information with their application. For all applicants, including those who have previously received assistance, there is a zero-based approach to determining their level of assistance each year, i.e. no minimum level of assistance is assumed solely because it has been provided in past years. The goal of the CFC is to partner with the family so that Crusader Fund assistance can be reduced over time, as circumstances permit.