

2010/2011

**INSTRUCTIONS FOR APPLYING FOR ASSISTANCE
FROM TOUCH THE FUTURE FUNDS**

1. Fill out **ALL** information completely.
2. Make sure you have included a copy of your tax return for the most current year.
3. Recommendations must be completed and mailed in for a student to be considered.
4. Applications will be processed by June 30.

We allocate funds according to the date we receive the completed application and in the following order:

1. Returning students within the conference.
2. Siblings of returning students within conference.
3. New students within conference.
4. Returning students outside of conference.
5. Siblings of returning students outside conference.
6. New students outside of the conference.

**NOTE: TOUCH THE FUTURE WILL NOT BE CONSIDERED FOR A NEW STUDENT UNTIL A
REGULAR APPLICATION HAS BEEN APPROVED.**

Highland Academy

“TOUCH THE FUTURE” APPLICATION

(for Financial Assistance)

The way our conference membership invests in their future.

The membership of the Kentucky-Tennessee Conference is actively involved in supporting Christian education. Funds are made available through the conference for the purpose of assisting qualifying and cooperating students from families who have financial needs.

The information supplied by the applicant will be considered strictly confidential. It will not be made available to any individual or group not directly concerned with granting financial assistance to prospective students of Highland Academy.

The applicant is reminded that these funds are derived from three main sources -- certain conference educational funds, special gifts and bequests from individuals, and periodic conference-sponsored offerings. In each instance, the funds are limited. The use of these special funds in cases where the need is not acute may deprive others of educational opportunities.

PRINCIPLES UNDERLYING THE GRANTING OF FINANCIAL AID

1. Financial aid will be considered for qualifying and cooperating students who sincerely desire a Christian education and have the motivation to meet the required academic and work requirements. Note: Touch the Future will not be considered for a new student until a regular application has been approved.

GRADE REQUIREMENTS: Each applicant should give evidence of his/her ability and desire to do satisfactory academic work. **Please attach to your application a photocopy of your most recent report card or transcript of your grades for the previous school term.**

WORK REQUIREMENTS: Approved scholarships will be awarded only if the student complies with the prescribed academy work program (15 hours minimum per week for students under 16, 20 hours minimum per week for students 16 and older). All students must work in the area assigned (this includes industry). **THERE WILL BE NO EXCEPTIONS!**

2. Financial aid will be granted only after the need for such aid has been carefully studied. The applicant is asked to furnish information by completing the application forms. Also, it is necessary to include with the application a copy of the first page (front & back) of the parents' most recent federal tax return. This information may be supplemented by written comments or personal interviews if desired.
3. RECOMMENDATIONS: Please submit two (2) recommendations on the applicable forms from persons other than your immediate family. One of the recommendations must be from your local pastor. The second recommendation can be from any of the following: school principal, teacher, school counselor, Sabbath school teacher or non-relative adult. It is the applicant's responsibility to see that the recommendations are received in the Highland Academy office.

4. **APPLICATIONS MUST BE COMPLETE.** Incomplete forms will not be considered. Applications are considered in the order they are deemed complete by the financial aid administrator. Please answer **EVERY** question on the application and see that all items on the checklist below are sent to:

"Touch the Future"
Highland Academy
211 Highland Circle Drive
Portland, TN 37148-4918

5. APPLICATION DEADLINE: Applications for financial aid will be processed as they come in. It is advisable to apply early because of limited funds and the many requests for financial assistance. Applications are considered in the order they arrive with ALL the required information.
6. PARENTAL/GUARDIAN PARTICIPATION: A written agreement must be signed and in our files stating the amount that the parent/guardian will pay monthly.
7. Our program involves support by the local church also. The usual assistance ranges between \$50 - \$100 per month for 10 months. Please have the pastor sign the applicable commitment sheet and indicate how much your church will support.
8. Each applicant will be reviewed and/or counseled periodically throughout the school year.

MAKE SURE TO ANSWER THESE QUESTIONS:

1. Is the application **COMPLETELY** filled out?
2. Did you attach a copy of the student's most recent grades?
3. Have you enclosed, or arranged for, two recommendations for the applicant? It is YOUR responsibility to see that these forms are received in the H.A. Office.
4. Have you included a copy of your **MOST RECENT** federal tax return?

TOUCH THE FUTURE STUDENT APPLICATION

PLEASE ANSWER ALL QUESTIONS ON THE APPLICATION FORM. PLEASE PRINT!

GRADE: _____ AGE: _____ BIRTHDATE: _____ DORM: _____ VILLAGE: _____

NAME: _____
Last First Middle

ADDRESS: _____
Street City State Zip

Are you a baptized member of the SDA church ? _____

What church do you attend? _____

In what church do you hold membership? _____

Do you attend church regularly? _____ Church Pastor: _____

Life Ambition: _____

Describe your study habits and past academic performance: _____

Please state your reasons for seeking a Christian education at H.A.: _____

Last school attended: _____ City/State: _____

Do you have an unpaid balance at any SDA school? _____

How much? _____ Where? _____

What are you plans for paying the debt? _____

Do you have or plan to have a summer job? _____ Where? _____

Are you currently receiving any other type of scholarship or financial aid other than from your parents? _____

What? _____

Do you receive financial aid from your local church? _____

If so, how much do you receive per school year? _____

Do you have relatives and friends who could give you financial aid throughout your academy years? _____

How much per year? _____

Why do you need this scholarship? _____

Signature of Applicant

TOUCH THE FUTURE

Parents' Confidential Financial Statement

STUDENT'S NAME _____ AGE: _____ GRADE: _____

All blanks must be filled in as completely as possible.

Who is responsible for applicant's financial support? _____

Address: _____

Father's Name: _____

Daytime Phone: _____ Home Phone: _____

Address: _____

Occupation: _____ Employed by: _____ How Long? _____

Member of S.D.A. Church? _____ At which church? _____

Mother's Name: _____

Daytime Phone: _____ Home Phone: _____

Address: _____

Occupation: _____ Employed by: _____ How Long? _____

Member of S.D.A. Church? _____ At which church? _____

Marital Status of Parents: ___ Married and living together ___ Separated ___ Divorced
 ___ Remarried ___ Widowed

NAME OF DEPENDENTS	AGE	SCHOOL ATTENDING	TUITION MONTHLY

List all motorized vehicles (autos, cycles, boats, recreational vehicles) in your family:

MAKE	MODEL	YEAR

List the value of other assets (real estate, stocks, bonds, life insurance, etc.):

Indicate your willingness to help this applicant with financial assistance this school year.

If child support has been court-ordered and applicant is not being supported by the non-custodial parent, what steps have been taken to obtain these funds?

I certify that the above statements are true and correct to the best of my knowledge.

Date: _____

Signature(s) of Parent(s)/Guardian

Send the completed application to:

TOUCH THE FUTURE
Highland Academy
211 Highland Circle Drive
Portland, TN 37148-4918

TOUCH THE FUTURE

Financial Aid Recommendation Form

Instructions for person making recommendation: Please fill in the blanks below and answer the questions to the best of your ability. Whatever you write will be kept completely confidential by the Touch the Future Committee.

Name of Applicant: _____

Person Making Recommendation: _____

Address: _____

Phone: _____ Relationship to the Applicant: _____

Financial Need: To the best of your ability, describe the financial status (i.e., need) of the family:

Home Situation: Is there anything unusual about the home situation as it might affect the applicant? If so, please describe:

Academic Ability: To the best of your ability, describe the applicant's academic ability. Describe any special abilities, deficiencies or specific needs you are aware of:

Character: What sort of a person is the applicant? Would they be an asset to Highland Academy?

Work Ethic: Is the applicant a hard worker? Do they know how to stick with a job?

Please feel free to make any other comments you feel might be helpful to the committee:

Date: _____

Signed: _____

*If you have any questions, please contact the Principal or Treasurer
at Highland Academy - Phone # (615) 325-2036.*

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