

Highland Academy

“Touch the Future” Application

(Financial Aid 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 families who have financial needs. 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 at Highland Academy. Financial Aid will not be considered for a new student until a regular application has been approved.

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.**

The *Touch the Future* financial aid assistance program was designed to help students with a financial need to attend Highland Academy. Through *Touch the Future* funds there are three programs available:

1. **Student Labor Matching Assistance** – based on financial need and work ethic, a student can receive a scholarship of up to \$3,000 annually. Funds are distributed based on a matching percentage of student labor earnings applied to the student’s account monthly.
2. **Church Sponsorship Matching Assistance** – based on financial need, Highland Academy will match contributions made to a student’s account from a Seventh-day Adventist church up to \$2,000 annually for a dorm student and \$1,000 annually for a village student. Funds are distributed monthly, even if the church contribution is paid by semester or annually.
3. **Dormitory Student Matching Assistance** – based on financial need and the family situation, Highland Academy may match up to \$3,000 annually of a family’s contributions made toward tuition or room and board costs for a dormitory student. This aid will be distributed monthly based on established limits provided in the award.

Financial aid is intended to provide specifically for the tuition, fees, and/or room and board needs of Highland Academy students. For this reason, all aid will be issued as a credit to the students account and **will not** be issued in cash. The Financial Aid Committee reserves the right to reduce the amount of financial aid during the year, should other assistance become available (i.e., church scholarships, employer educational assistance, other scholarship assistance, or other income sources), or should the student fail to meet the scholastic performance, attendance, or citizenship standards outlined below.

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.

PRINCIPLES UNDERLYING THE GRANTING OF FINANCIAL AID

1. Financial aid is only evaluated for students who have been accepted (or applied to be accepted) as a student at Highland Academy for the coming school year.
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. Incomplete forms will not be considered. Applications are considered in the order they are deemed complete by the financial aid administrator. **Also, it is necessary to include with the application a copy of the parents’ most recent federal tax return (form 1040). The student must be listed as a dependent on the tax return submitted.** This information may be supplemented by written comments or personal interviews if desired.
3. **Citizenship:** Students are expected to maintain good citizenship while in attendance at Highland Academy.
4. **Scholastic Performance:** To be eligible for financial aid, a student must have a minimum grade point average of 2.30 (C+), or its equivalent, from the previous semester in school. The student who receives aid must maintain a minimum grade point average of 2.30 (C+) to continue receiving the *Touch the Future* funds. The grade point average of recipients will be reviewed by the Financial Aid Committee at the conclusion of the first semester of the school year. Students with special learning needs will be considered individually.
5. **Attendance:** Financial aid is awarded for students to be able to attend Highland Academy. Class attendance is considered essential to the academic experience. Each unexcused absence (AB in the handbook) will reduce the next month’s financial aid allocation by \$5 per instance per class.
6. **Student Labor:** If the student who is receiving financial aid is 14 years of age or older, he/she must be willing to work an average of 10 hours per week if labor is available. If a student is 16 years of age or older, the student must average a minimum of 12 hours of work per week and should average 15 hours per week if student labor is available. Based on job availability, students must be willing to work at the job assigned by Highland Academy’s work coordinator, in a school industry, or in off-campus employment in order to maximize student earnings. **Additionally, students should plan to work during the summer.** Summer earnings can then be added to the parent payment so that the total Registration Fee is in hand for the start of the school year.
7. **Parental/Guardian participation:** All families are required to pay some amount on the student’s account each month, as outlined in the financial agreement between the family and Highland Academy. Financial aid, scholarships, church aid, or any other assistance paid on the student account do not constitute the family contribution. **A written financial agreement must be signed and in our files before financial aid can be distributed.**

8. **Church Aid:** Our program encourages support by the local church, by matching such contributions. The usual assistance ranges between \$50 to \$200 per month for 10 months. If applicable, please have the pastor or appropriate church officer sign the Church Sponsorship Matching Assistance Form.
9. **Application Deadline:** Completed applications for financial aid will be processed in order of arrival until June 1st, with preference given to current students and members of the Kentucky-Tennessee Conference. Applications received after June 1st will be processed in the order of their arrival, without regard to church membership. It is advisable to apply early because of limited funds and the many requests for financial assistance.

10. **APPLICATIONS MUST BE COMPLETE.** Please answer **EVERY** question on the application and see that all items on the checklist below are sent to:

"Financial Aid"
Highland Academy
211 Highland Circle Drive
Portland, TN 37148-4918

FINANCIAL AID CHECKLIST

- Student Application for Financial Aid
- Parent/Guardian Application for Financial Aid
- Church Sponsorship Matching Assistance Form
- Parent/Guardian's tax return (form 1040) showing the applicant as a dependent.

BEFORE SUBMISSION, MAKE SURE TO ANSWER THESE QUESTIONS:

1. Have you been accepted (or applied to be accepted) as a student at Highland Academy for the coming school year?
2. Is the application **COMPLETELY** filled out?
3. Have you included a copy of your **MOST RECENT** federal tax return?



211 Highland Circle Dr. Portland, TN 37148
 P|615-325-2036 F|615-325-4824

STUDENT APPLICATION FOR FINANCIAL AID

Please answer all questions on the application form. Please print!

NAME:			
DATE OF BIRTH:	AGE:	GRADE LEVEL APPLYING FOR: <input type="checkbox"/> 9 th <input type="checkbox"/> 10 th <input type="checkbox"/> 11 th <input type="checkbox"/> 12 th	HOUSING: <input type="checkbox"/> Girls' Dorm <input type="checkbox"/> Boys' Dorm <input type="checkbox"/> Village
DO YOU ATTEND CHURCH REGULARLY? <input type="checkbox"/> No <input type="checkbox"/> Yes	CHURCH PASTOR		
DO YOU HAVE OR PLAN TO HAVE A SUMMER JOB? <input type="checkbox"/> No <input type="checkbox"/> Yes	Where?		
WHERE ARE YOU PLANNING ON WORKING DURING THE SCHOOL YEAR?			
LIFE AMBITION			
DESCRIBE YOUR STUDY HABITS AND PAST ACADEMIC PERFORMANCE: (A recent report card may be attached.)			
PLEASE STATE YOUR REASONS FOR SEEKING A CHRISTIAN EDUCATION AT HIGHLAND ACADEMY:			
WHY DO YOU NEED/WANT THIS SCHOLARSHIP?			

x

SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY: Date Application Rcvd: _____
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PARENT/GUARDIAN APPLICATION FOR FINANCIAL AID

All blanks must be filled in as completely as possible. Please print!

STUDENT(S) NAME(S):	
FATHER'S NAME:	MOTHER'S NAME:
ADDRESS:	
WHO IS RESPONSIBLE FOR APPLICANT'S FINANCIAL SUPPORT?	Address, if different than parents:
IS THE APPLICANT CURRENTLY RECEIVING ANY OTHER TYPE OF SCHOLARSHIP OR FINANCIAL AID? Please list source(s) and amount(s).	
SOURCE	AMOUNT
<input type="checkbox"/> No <input type="checkbox"/> Yes: Local Church:	_____
<input type="checkbox"/> No <input type="checkbox"/> Yes: Other Family:	_____
<input type="checkbox"/> No <input type="checkbox"/> Yes: Other:	_____

FATHER'S NET* INCOME: Monthly	Annually	FATHER'S OCCUPATION:	FATHER'S EMPLOYER:	DURATION OF EMPLOYMENT:
MOTHER'S NET* INCOME: Monthly	Annually	MOTHER'S OCCUPATION:	MOTHER'S EMPLOYER:	DURATION OF EMPLOYMENT:

*Net income is defined as gross income less employment taxes.

ADDITIONAL FAMILY INCOME (i.e. Social Security, child support, VA benefits, etc.):	SOURCE(S):
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OTHER DEPENDENT INFORMATION:			
Name of Dependents	Age	School Attending	Monthly Tuition

DESCRIBE ANY SITUATION THAT HAS FINANCIALLY IMPACTED YOUR FAMILY:

ON A MONTHLY BASIS, HOW MUCH MONEY ARE YOU ABLE TO COMMIT TO THE STUDENT'S ACCOUNT?

I certify that all information supplied is honest and accurate to the best of my knowledge.

X _____
DATE

X _____
SIGNATURE OF APPLICANT PARENT/GUARDIAN

FOR OFFICE USE ONLY:
 Date Application Rcvd: _____



CHURCH SPONSORSHIP MATCHING ASSISTANCE FORM

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Student and Parents – Please complete and submit to the pastor or church board by July 15th.

Dear Pastor/Church Board:

I, _____ (Student Name) am applying for the “Church Sponsorship Matching Assistance” program at Highland Academy this year. In this program, Highland Academy will attempt to match the amount pledged by you church up to a maximum of \$2,000 for dorm students and \$1,000 for village students annually, based on financial need.

I am requesting that the Church Board consider my request to help fund tuition expenses for the 2017-2018 school year at Highland Academy.

Thank you for your consideration. Please kindly inform us as to the decision of the church board at your earliest convenience.

Sincerely,

 Student: Parent: Date:

Pastor/Authorized Church Official – Please complete and return a copy of this form to Highland Academy at the above address.

STUDENT NAME:		
CHURCH NAME:		
NAME OF AUTHORIZED CHURCH OFFICIAL:		TITLE:
AMOUNT OF CHURCH SPONSORSHIP: \$_____ per month \$_____ per semester \$_____ annually		
WOULD YOU LIKE TO BE BILLED:		
CHURCH ADDRESS: Street		
City	State	Zip
x _____ DATE		x _____ SIGNATURE OF AUTHORIZED CHURCH OFFICIAL

FOR HA OFFICE USE ONLY:
 Date Application Rcvd: _____