



Highland Academy Financial Aid Guidelines

Financial aid is used to help families that have financial needs be able to afford a Christian education. Funding comes from conference educational funds and by donations from individuals. These funds are limited, and funds that are given to someone that does not truly need them may deprive others of educational opportunities.

Financial aid is to be used to cover tuition, fees, and/or room and board at Highland Academy. It is issued as a credit to the student account and **will not** be awarded as cash. The financial aid committee reserves the right to reduce the amount of financial aid should other assistance become available or should the student fail to meet the scholastic, attendance, or citizenship standards outlined below.

We encourage families to apply for our **Church Sponsorship Matching Assistance** program. Based on financial need, Highland Academy will match contributions made to a student's account from a Seventh-day Adventist church up to \$2000 annually.

Financial Aid Requirements

1. **Applied:** A student must have **applied** and been **accepted** as a student at Highland Academy.
2. **Citizenship:** Students are expected to maintain **good citizenship**.
3. **Scholastic Performance:** To be eligible for financial aid a student must have and maintain a minimum grade point average of **2.0 (C)** or its equivalent from the previous semester in school. New students are required to submit a current **transcript**. Grade point averages will be reviewed at the end of each semester.
4. **Student Labor:** Students are expected to participate fully in our **student labor** program to maximize student earnings for tuition. **Additionally, students should plan to work during the summer.**
5. **Parent/Guardian participation:** All families are required to pay some amount on the student's account each month as outlined in the financial agreement. **A written financial agreement must be signed and in our files before financial aid can be distributed.**

6. **Returning students:** Returning students are required to submit an **essay / thank you** letter as part of their application for financial aid due by April 15th.
7. **Church aid:** Our program encourages support by the local church. If applicable, please have the pastor or appropriate church officer sign the **Church Sponsorship** Matching Assistance Form.
8. **Application Deadline:** Completed applications are requested by **April 15th** and will be given first consideration. Applications received after April 15th will be processed in order of their arrival.
9. **Applications must be complete.** Please make sure you **fill in** how much you are able to commit on a monthly basis to the student's account.
10. **Tax Return:** A current **tax return** (Form 1040) is required.

Completed applications can be mailed to:

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

Financial Aid Checklist:

- Parent / Guardian Application for Financial Aid
- Parent / Guardian tax return (form 1040)
- Church Sponsorship Matching Assistance Form
- Student Transcript from current school (New Students)
- Student Essay / Thank you letter (Returning Students)