



Presbyterian Early Learning Center
607 Janeway Avenue, Lufkin TX 75904
936-634-GROW (4769)

Dear Parent:

FACTS Grant & Aid Assessment will be conducting the financial need analysis for Presbyterian Early Learning Center for the upcoming 2016-2017 school year. Families applying to PELC's S.E.E.D. Fund for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment.

Applicants can apply online by clicking the FACTS link at presbyterianearlylearningcenter.org. Once an online application has been completed, the following information will need to be sent to FACTS to complete the application process:

Copies of your most recent Federal tax forms including all supporting tax schedules.
Copies of your 2015 W-2 forms for both you and your spouse.
Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

All supporting documentation can be uploaded in pdf format online.

Documentation can also be faxed to 866-315-9264 or mailed to the address below. Please be sure to include the applicant ID on all faxed or mailed correspondence.

FACTS Grant & Aid Assessment
P.O. Box 82524
Lincoln, NE 68501-2524

If you have questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 866-441-4637.

Sincerely,

Sandra K. Kelly
Preschool Director

PELC, where preschoolers bloom & grow!

"Grow in the grace & knowledge of our Lord & Savior Jesus Christ."

2 Peter 3:18



Presbyterian Early Learning Center

S.E.E.D. Fund (Sowing Early Education Development)

Financial Aid Program Guidelines

Why attend Preschool?

The early years of development are vitally important. Early education makes a difference in the life of children.

Research tells us that 90% of a child's brain is developed by age 5. Research also shows that children who attend high quality preschool are more likely to start kindergarten fully prepared to learn, having experienced a strong educational foundation which helps prepare them for a life-time of learning.

Children who attend Presbyterian Early Learning Center (PELC) experience quality preschool in a Christian environment where children develop & grow spiritually, academically, physically, & socially. We strive to provide a curriculum that not only will teach phonics & math skills, but will also teach preschoolers how to be kind & gentle, loving friends as Jesus taught.

Purpose of Financial Aid

The purpose of PELC's S.E.E.D. (SEED) Financial Aid Program is to provide need-based financial assistance in the form of partial tuition credits or "scholarships" to families who may not be able to afford the full tuition costs for children attending PELC on either a part-time or full-time schedule.

The monies for the SEED Fund have been provided by the congregation of First Presbyterian Church members who care about children and desire to help those families who wish their child to have a strong Christian early education but are facing financial hardships. All financial aid comes from donations received for this purpose.

Eligibility

PELC admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

SEED Fund Financial Aid is available only for partial tuition of children enrolled at PELC, while child is actively attending.

Children must meet the age qualifications required for enrollment at PELC by September 1st of the school year.

"FACTS Management Company" will assist PELC's Preschool Board in determining eligibility of tuition assistance award through a Financial Aid Assessment.

Financial Aid Details

- Recipients of SEED Financial Aid and amounts awarded are determined by the PELC Board of Directors in its sole discretion. Applicants are not guaranteed to receive financial assistance.
- Awards vary in amount and are contingent upon availability of funds.
- SEED Financial Aid is granted for 12 months unless otherwise specified upon approval.
- SEED Financial Aid received by one child in a family does not guarantee aid for others in the same family.

- SEED Financial Aid received in one year does not imply or guarantee aid being awarded in a future year. Applicants will need to reapply annually.
- SEED Financial Aid funds will be paid directly to PELC.
- All registration fees, lunches, late fees & all other non-tuition fees are the sole responsibility of the child's family. SEED funds may be applied toward monthly tuition only.
- Tuition costs not covered by SEED Financial Aid are the responsibility of the child's family & subject to late fee penalties & expulsion for non-payment.
- Families are eligible for only one type of financial aid/discount from PELC. Sibling, coupon, or other discounts no longer apply if tuition assistance is awarded.
- Acceptance of SEED funds does not exempt recipient family from abiding by the policies of the school. PELC has the right to remove the child from the program at any time for failure to abide by school policies.
- SEED Financial Aid funds may not be used to hold a space open for a student who is not actively attending PELC. Exceptions for extended illness or medical absences may be made by contacting PELC as soon as it is determined that the extended absence is necessary. Medical documentation may be required for approval of the exception.
- If any information is falsified on the application or supporting documentation, Financial Aid will immediately be revoked and the School Board reserves the right to require all monies dispersed be returned to PELC for deposit in the SEED fund.
- Transportation to and from school is the responsibility of the family. Failure to attend regularly (85% or greater) may result in cancellation of SEED Financial Aid awarded and may affect future eligibility.
- Parents must demonstrate an understanding of and desire for Christian education.
- Any tuition balances owed by the applicant family from a prior school year or month must be paid up in order for a new application to be considered.
- If the student is withdrawn from PELC for any reason, all unused portions of Financial Aid will be retained by the SEED fund.

Application Process

- To apply for SEED Financial Aid/Tuition Assistance with PELC, visit online.factsmgt.com/signin/4K5BY.
- A non-refundable application fee of \$30 per family is required; payable online to FACTS Management Company
- A complete application must be submitted by each family seeking SEED Financial Aid funds for eligible children. Submission of all required application information is required before an application will be considered by the Preschool Board.
- Applications will be accepted year-round. To receive priority, applications requesting aid for Fall Semester should be received by June 1st; requests for Spring Semester by November 1st.
- While all applications received will be considered, there is no guarantee that all applicants will receive assistance.
- All information received during the SEED Financial Aid process is kept confidential.
- Award Notification/Decision will be sent approximately 6 weeks from receipt of fully completed application.
- Applicants who are approved for SEED funding will receive an Award Notification and a Financial Aid Acceptance Agreement. The Agreement must be completed & returned no later than 10 days after date of the Award Notification. If the agreement is not received within 10 days, Financial Aid is considered null & void, & the family will be responsible for making all tuition payments as outlined in the Parent Admission Agreement/Handbook.
- Decisions of the School Board are based on the order in which the application is received; family eligibility as determined by FACTS Management Company, Grant & Aid Assessment; and availability of funds.