



**LINFIELD CHRISTIAN SCHOOL**  
**FINANCIAL AID POLICIES & PROCEDURES**  
**Effective November 1, 2017**

1. A formal application through FACTS must be submitted annually by each individual or family seeking financial aid ([www.factsmgt.com](http://www.factsmgt.com)). There is a FACTS processing fee of \$30.00.
2. A statement outlining your need, how your student will benefit and/or add to the mission statement of LCS will be requested as part of the FACTS application.
3. Financial aid applications for the 2018-2019 school year should be submitted by January 8, 2018. Applications received after January 8, 2018 will be considered starting March 1, 2018.
4. Responses to applications submitted by January 8, 2018 will be made no later than February 15, 2018. Applicants who receive awards will have two weeks to accept the award. Awards not accepted within two weeks may be withdrawn at the sole discretion of LCS.
5. The LCS registration fee is not required prior to submitting the financial aid application, however it is recommended to secure a class spot. Applicants who elect not to submit the registration fee with their aid application cannot be guaranteed a class seat and are subject to placement in wait pool.
6. Linfield Christian School may request additional information to help in the Financial Aid process. Please allow a minimum of two weeks for processing applications.
7. Applications will be evaluated and recommendations for approval will be made by the LCS Financial Aid Committee (FACTS does not make award decisions). All applicants will be notified by LCS regarding award amounts.
8. Financial aid applications will be considered only if tuition accounts are paid current, in good standing and do not have a history of delinquent payments.
9. Financial aid is issued to families on a need basis, is limited to tuition fees, and provides for partial financial aid per student (there are no "full" aid awards available). FA awards are to remain confidential between LCS and the applicant.
10. The Linfield Christian School needs analysis formula assumes all eligible wage earners will contribute to household income. Special circumstances will be considered (i.e. medical conditions, children under school age). In addition, the needs analysis follows a regional standard for household expenses, and asset value in determining need.
11. LCS reserves the right to withdraw financial aid if the recipient's account is not paid on a current basis or if student is placed on probation for academic or behavior reasons.
12. Recipients of financial aid agree to inform the Business Office immediately in writing of any change in financial status that might affect their qualifications for the assistance.
13. Financial aid awarded may be reduced or withdrawn if a student withdraws. When awarded for more than one family member, withdrawal of one or more students reduces the amount allocated to the family accordingly.
14. Linfield Christian School does not discriminate on the basis of race, color, nationality or ethnic origin in administering its financial aid program.
15. If you have any questions about any portion of the process, contact the Business Office at (951) 676-8111, ext. 1404.
16. The school expects that both parents should be responsible for their child's educational expenses to the best of their ability. In a divorce situation, both the custodial and noncustodial parent must complete a separate FACTS application. In the case of blended families the school requires the application to be filed reflecting the current combined household income and expenses.