

## Superintendent of Schools

# Memo

To: Principals and Pastors  
From: Deloris Trujillo  
CC: Principals  
Date: 9/26/2006  
Re: Family Need Application

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### Family Need Application:

In order to better prepare for next school year, enclosed are copies of the *Family Need Application* so that families can start applying for tuition help from the conference if the school has a pre-application process for next school year's enrollment. These are for you to use, but please make sure you do not use previous forms and you are using the 2006-2007 forms. Please do not hesitate to call if you should need more. Please be aware of the following:

1. Applications are **due in the Education Office on September 7, 2006.**
2. We cannot be specific as to how much we could give each one. This is because we need both the amounts we have available and the number of applicants before that can be determined. The fund amount is limited though.
3. After collecting applications that have come into our office by September 7, we will make a recommendation as to the amount that will be applied to each family. We will be notifying schools in early October as to the results.
4. Please read the 5-step process very carefully as the first 4 steps must be in place before we will consider the application.

Again, we at the conference office want to do everything we can to assist in providing Adventist education to our families in Hawaii and to help our children to be in our schools. Whatever funds we have for such purposes, we want them used. Unfortunately, they are limited -- but such as we have, we will try to provide, like the "loaves and the fishes" in as fair and equitable a manner as possible. If you have any ideas, suggestions or comments, I would welcome them! God bless as we train our children for Him!

# Family Need Application Process K-12 Tuition Assistance Program

*Hawaii Conference of Seventh-day Adventists*



## Statement of Purpose

The Hawaii Conference desires to do everything possible to enable children and young people to attend one of our schools. However, we, like you, find that our financial resources are limited. In an effort to carefully manage the funds that are donated for this purpose, the following guidelines have been established in order to be financially responsible with each applicant. Therefore, the following *5-Step Process for Assistance* has been developed to help provide a helping hand to those parents and children who sincerely desire an Adventist Christian Education.

## 5-Step Process for Assistance

1. Every student who has at least one parent who is a member of a Seventh-day Adventist church in Hawaii will indicate their desire to attend the Adventist school by doing the following:
  - ◆ Submit a statement and attach with this application regarding his/her reasons for desiring to attend.
  - ◆ With parental/sponsor's involvement and encouragement, the student will indicate his/her desire to attend the school with satisfactory citizenship, attendance, and scholastic achievement throughout the school year.
  - ◆ Every student, depending on his or her age, will contribute financially. This can be done by:
    - Helping the family and/or church with saving of money or fundraising efforts.
    - Depending on his or her age will contribute financially by working in the summers and during the school year.
2. Parents will demonstrate a sacrificial and dependable commitment to the school by doing the following:
  - ◆ Be involved and encourage their child to maintain satisfactory citizenship, attendance, and scholastic achievement.
  - ◆ Regularly pay their share of tuition/fees/expenses agreed upon.
  - ◆ Submit with this application a copy of the previous year's federal income tax return (*IRS Form 1040*) that will be attached or verified by a Pastor or Principal.
3. Local churches and members will provide financial support.
4. Schools will provide scholarships and/or a discount from tuition.
5. The Hawaii Conference will provide funds that are available to assist families and schools. Applications must be received by **5 p.m. on September 7, 2006**. The amount given will be determined both by the amount available and the number of accepted applicants.
6. All applications must be **completely filled out** and **all parties have agreed and signed** the *5-Step Involvement and Statement of Understanding on the Family Need Application Form*. Separate applications must be made for **each child** in the family. (*Incomplete forms will be discarded and will not be returned or processed.*)
7. Pastors or Teachers employed in the Hawaii Conference are not eligible for this assistance.

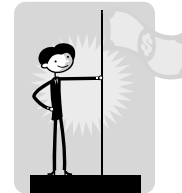
*Through a cooperative effort of the child, family, church and members, school, and the Hawaii Conference, we can together seek ways to have every child who desires an Adventist Christian Education be provided the opportunity to be in our schools. Parents and families need to contact schools and their Pastors to make arrangements. The child or young person should indicate a desire to his/her family and church to attend an Adventist school and demonstrate that in specific ways. We need the support of each member of the conference to make available funds either in giving money to endowment or scholarship funds or through offerings with their local churches. May the Lord bless us as we walk in faith to claim His promises!*



# Family Need Application Form K-12 Tuition Assistance Program

*Hawaii Conference of Seventh-day Adventists*

2728 Pali Highway, Honolulu, Hawaii 96817  
Telephone: (808) 595-7591 – Fax: (808) 595-2345



Name of School \_\_\_\_\_

2006-2007 School Year

Section A. *To be filled out by person responsible for student's account:*

Parent/Guardian Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
*Street/Box Number*
*City*
*State*
*Zip Code*

Seventh-day Adventist Member of (name of church) \_\_\_\_\_

Name(s) of child(ren) at this school	Age	School	Grade	Monthly cost	Registration costs
Names of other children in family	Age	School	Grade	Monthly cost	Registration costs

Section B. *Establishment of need and qualifications.*

- Need: Adjusted gross family income as reported on last Income Tax Return \_\_\_\_\_  
*Copy must be attached or verified by initials of Principal or Pastor.* \_\_\_\_\_ (IRS Form 1040 Line 31 or 1040A Line 16)  
 Monthly Income (after taxes) \_\_\_\_\_ Monthly Rent (or mortgage) \_\_\_\_\_  
 Monthly car payments \_\_\_\_\_ Total of Other payments \_\_\_\_\_

- Reapplication: If the family or child has received funds from the Hawaii Conference in the past, there are additional requirements that must be met. Please see the attached sheet and submit documents as required.

- 5-Step Involvement: All parties must sign before the application can be considered.

Source of Help	Plan	Total Financial Commitment for Year
Student (*see front)		
Parent/Family		
Church		
School		
Conference		
Other		

Section C. Statement of Understanding: We, the undersigned, have collaboratively developed this plan to make attendance at the above school possible. This plan does not relieve the parent(s)/sponsor(s) of obligation for the child(ren)'s account(s). It does show how the obligation will be met after some adjustment in payment dates or payment amounts or with the help of additional assistance.

Student Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_  
 Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Principal Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Pastor Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

# Reapplication for Family Assistance

Hawaii Conference of Seventh-day Adventists  
2728 Pali Highway, Honolulu, Hawaii 96817  
808-595-7591

Name of Student \_\_\_\_\_ 2006 - 2007 School Year

Parent/Guardian Name \_\_\_\_\_ Phone \_\_\_\_\_

***In order to reapply for funds from the K-12 Tuition Assistance Program, the following additional requirements need to be met by the student and/or family at the time of reapplication. Please attach the documents to this application for each child in the family.***

➔ **Submit the final or last grading card of the last school year that indicates that the student has a “C” or “Satisfactory” scholastic average.**

➔ **Have a letter of recommendation from the principal of the last school in attendance that indicates the student had satisfactory citizenship and attendance grades or records.**

➔ **Have a statement from the school that indicates that the parent(s) fulfilled the financial requirements of the last application satisfactorily.**

➔ **Provide a resume of the student that lists what and how the student was involved in church and school service activities during the last school year. *(This should be prepared by the student and/or parents of the student.)***

➔ **Provide a statement from the school or parent that demonstrates how the child(ren) contributed financially (age appropriate) to his/her/their education during the last school year.**

***It is also appropriate to encourage students and parents to write letters of appreciation to the local school board, local church board, and the Board of Education of the Hawaii Conference.***