



Katy Adventist Christian School

Worthy Student Fund Financial Assistance Policy

1. Purpose

The Worthy Student Fund exists to provide tuition assistance to families who demonstrate financial need and desire a Christ-centered education for their children at Katy Adventist Christian School (KACS). The purpose of the program is to make a KACS education more accessible while ensuring that available financial assistance is distributed fairly, consistently, and responsibly.

Financial assistance is intended to supplement a family's ability to pay tuition and is awarded based on demonstrated financial need, available funding, and the school's mission and priorities.

2. Eligibility

To be considered for financial assistance, applicants must:

- Have a student enrolled or accepted for enrollment at KACS.
- Complete the annual Worthy Student Fund Application.
- Submit all required supporting documentation by the established deadline.
- Demonstrate financial need through the school's financial aid evaluation process.

Financial assistance is awarded for one academic year only. Families must reapply annually.

3. Required Documentation

Applicants should submit the following:

- Completed Worthy Student Fund Application
- Most recent Federal Income Tax Return (Form 1040), if available
- Most recent W-2 forms, if applicable
- Two recent pay stubs for all employed household members
- Documentation of any government assistance or other sources of household income, if applicable

If a federal tax return is unavailable, applicants must provide **a written explanation along with alternative documentation sufficient to verify household income**. Examples of acceptable documentation include:

- Employer verification letter
- Recent pay stubs
- Bank statements
- Self-employment income records
- Government benefit statements
- Foreign income documentation
- Other documentation requested by the Financial Aid Committee



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KACS reserves the right to request additional documentation as needed to verify financial circumstances.

4. Evaluation Process

Applications are reviewed using a standardized financial need assessment designed to promote fairness and consistency.

The evaluation may consider factors including:

- Household income
- Household size
- Essential living expenses
- Number of dependent children
- Extraordinary financial hardships
- Current employment status
- Other documented financial circumstances affecting the family's ability to pay tuition

While financial need is the primary consideration, the committee may also consider exceptional circumstances that are not fully reflected by financial documentation.

5. Award Determination

Financial assistance awards are based on:

- Demonstrated financial need
- Availability of Worthy Student Fund resources
- Number of qualified applicants
- School priorities and available budget

Financial assistance may cover a portion of tuition and is not intended to cover all educational expenses unless specifically approved.

Submission of an application does not guarantee that financial assistance will be awarded.

6. Confidentiality

All financial information submitted by applicants shall be treated as confidential. Applications and supporting documents will be reviewed only by individuals authorized by the school to administer the Worthy Student Fund.

Committee members shall maintain strict confidentiality regarding all applicant information.

7. Applicant Responsibilities

Applicants are responsible for:

- Providing complete and accurate information.
- Responding promptly to requests for additional documentation.



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- Notifying KACS if significant financial circumstances change during the school year.
- Ensuring all submitted information is truthful and complete.

Knowingly providing false or misleading information may result in denial or revocation of financial assistance.

8. Conflict of Interest

Any committee member with a personal or familial relationship to an applicant shall disclose the conflict and recuse themselves from discussion and voting related to that application.

9. Appeals

Families who believe their application was evaluated based on incomplete or incorrect information may submit a written request for reconsideration within fourteen (14) calendar days of receiving the award notification.

The committee's decision following reconsideration shall be final.

10. Funding Availability

The Worthy Student Fund is supported through donations and other designated resources. Financial assistance is awarded only to the extent that funding is available. The school reserves the right to modify or discontinue awards if funding becomes insufficient.

11. Policy Review

This policy shall be reviewed periodically by the KACS Finance Committee and School Board to ensure it continues to reflect the school's mission, available resources, and best practices in financial aid administration.

Guiding Principle

Katy Adventist Christian School is committed to administering the Worthy Student Fund with Christian compassion, integrity, accountability, and fairness. The school seeks to balance responsible stewardship of donated funds with its mission of making Christ-centered education accessible to families experiencing genuine financial need.