

December 22, 2017

Dear St. Helena School Families:

As we prepare for Christmas, close out 2017, and get ready for the New Year, it is time to start thinking about the 2018-2019 school year. The Financial Aid Committee has outlined the process being implemented for financial aid applications for next year.

We will be using the services of TADS for all financial aid applications. You are probably familiar with TADS already, since we currently use their tuition management module. They also offer a comprehensive financial aid module to assist schools in making informed decisions in regards to financial aid. As with their tuition management, everything is done electronically. All families will fill out their applications online and upload their supporting documentation to a secure TADS website. From there the applications will be examined for completeness, and if necessary, phone calls will go out to track down any missing information. Once files are complete, financial aid funds will be disbursed according to need.

Due to financial assistance requirements from outside sources such as the Aim Higher Foundation and the Catholic Service Appeal Foundation all applications have to be completed by February 15. Families must be paid up on the current school year before applying for financial assistance.

To apply for Financial Aid:

1. Log into your account at secure.tads.com. Everyone has an account at TADS even if you normally pay your tuition by check. If you don't know your log-in information, please call TADS at 612-548-8237. They are very helpful and knowledgeable with the process.
2. Go to the "Home" tab if you are not there already.
3. Under "Getting Started," click on "I would like to apply for financial aid."
4. From here you will be guided through the process. Again, you can direct questions to TADS at 612-548-8237. Help is available in English and Spanish. The site has a Spanish interface as well.
5. Supporting documentation will need to be scanned. We can assist families with that either in the school office or the parish business office. These documents typically consist of a most recent tax return, pay stubs, free/reduced lunch form, among others.
6. The application fee is \$34. This fee covers all children in the family, and even covers children at a different school (i.e. high school) if that school uses TADS.
7. Applications are due by February 15. Those who apply late will not have access to all financial aid funds.

Once the process is complete, families will be notified by the financial aid committee of any award given, and the family will be emailed a tuition agreement for the upcoming year. Once the agreement is set up, the process is complete and the student is ready for next year. General questions may be directed to the parish Business Office at 612-729-7322.

In general, due to financial constraints, we will need to carefully budget financial aid funds. As a result, it is imperative that applications are completed on time because funds are limited. This is a reality we have to deal with in order to keep our wonderful school viable.

Thank you for entrusting St. Helena Catholic School with the education of your children. We hope that through this process, we can provide a faithful Catholic education at an affordable cost to many families.

God Bless.

Sincerely,

Peter Kiron, Financial Aid Committee Chair

Rev. Richard Villano, Pastor