

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. The following *5-Step Process for Assistance* has been developed to help provide financial assistance to those parents and children who 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:
  - a. Submit a statement with this application regarding their reasons for desiring to attend
  - b. Maintain satisfactory citizenship, attendance, and scholastic achievement throughout the school year
  - c. Each student, age appropriate, is encouraged contribute financially. Examples:
    - i. Helping the family by saving money
    - ii. Fundraising
    - iii. Working in the summers and during the school year
2. Parents will demonstrate a commitment to the school by doing the following:
  - a. Encourage their child to maintain satisfactory citizenship, attendance, and scholastic achievement
  - b. Regularly pay their share of the tuition, fees, and expenses
  - c. Submit with this application a copy of the previous year's federal income tax return (*IRS Form 1040*) 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 **on or before 4:30 p.m. on August 18, 2011.**

## Other Important Information

1. All applications must be **completed in full** 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 not be returned or processed.*)
2. Pastors and/or teachers employed by the Hawaii Conference are not eligible for this assistance.

Through a cooperative effort of the child, family, church, school, and the Hawaii Conference, provisions can be made so that every child who desires an Adventist Christian education, can be provided the opportunity. Parents should contact the school and their pastor to make arrangements.



# 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:** Mauna Loa School      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*

Member of \_\_\_\_\_ Seventh-day Adventist 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 37 or 1040EZ Line 4)*  
 Monthly Income (after taxes) \_\_\_\_\_ Monthly Rent (or mortgage) \_\_\_\_\_  
 Monthly car payments \_\_\_\_\_ Total of Other payments \_\_\_\_\_

**Reapplication:** If the family/child has received financial assistance from the Hawaii Conference in the past, please see the attached sheet and submit documents as required.

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

Source of Help	Plan	Total Financial Commitment for Year
Student ( <i>*see front</i> )		
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).

Student Signature (*if applicable*) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Pastor Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_