

## Family Information & Application Process For 2015/2016 Tuition Assistance from LESA's Building Blocks and Lutheran Association for Special Education (LASE) Programs



*Need-based tuition assistance is available through LESA's Building Blocks Tuition-Assistance Program to students in kindergarten through 8<sup>th</sup> grade who are enrolled in LESA-member elementary schools for the 2015/2016 academic year. Funding for tuition-assistance is provided by generous donors and an endowment established through the assistance of the Lutheran Foundation of St. Louis. This application process also applies to families applying for tuition assistance for students receiving services through **Lutheran Association for Special Education (LASE)** for which additional tuition fees are assessed.*

*Applications for financial assistance must be completed online between January 1, 2015 and April 1, 2015. Applications are reviewed by the LESA and/or LASE Awards Committees.*

*Your school will be notified of LESA/Building Blocks student awards on Friday, May 22, 2015, and your school administrator will then contact you regarding the determination made on your application. Families applying for tuition assistance through LASE will be notified directly by LASE of the award determinations by US mail on May 22, 2015.*

### To apply for tuition assistance:

- Visit the LESA website at [www.lesastl.org](http://www.lesastl.org).
- Select the **Tuition Aid** tab on the home page.
- Read the information on LESA's Building Blocks application process (using the FACTS online application), application deadlines and availability of tuition-assistance funds for the 2015/2016 academic year.
- If you would like to submit an application for tuition assistance after reviewing information on the LESA website, use your school's unique **Sign In Link** to access the FACTS online application. This school-specific link is available from your school office or the LESA office.
- **Note:** Families with students enrolled in and paying an additional tuition fee for **Lutheran Association for Special Education (LASE)** services may apply for tuition assistance through LASE by submitting the FACTS online application. LESA will direct all applications for LASE tuition assistance to the LASE office at the close of the application period. Applications for LASE tuition assistance will be reviewed by the LASE Awards Committee and award determinations will be shared with families by the LASE office.
- Select **Applicant Sign In**.
- New users select **Create an Account** OR returning users enter their existing **Username** and **Password**. Once you have created an account, retain your user name and password to access your account information on the FACTS website at a later date.
- Follow the instructions and prompts on the FACTS online application to complete and submit your application. Refer to the FACTS checklist (attached) to ensure you have fulfilled all of the application requirements.
- Payment of a **\$30 per-family, non-refundable application fee** is required at the end of the application process to complete and submit the application. Payment may be made by credit/debit card, check or money order by following the instructions provided in the online application.
- In addition to submitting the online application, you **must** submit income documentation to FACTS by uploading, mailing or faxing the information to the FACTS office as instructed in the online application process. It may take up to 10 working days for FACTS to verify income information on the application, so it is important that this information is sent to FACTS immediately upon submission of the application, to ensure that the application will be "complete" by the deadline. Only applications that are verified by FACTS as "complete" (application and income documentation has been reviewed and confirmed) by April 15, 2015 will be eligible for funding consideration in May.
- Applications will be reviewed and funding determinations will be made by the LESA Awards Committees.

- Your school administrator will be notified of all LESA/Building Blocks awards made to students in your school on Friday, May 22, 2015. Your school office will then notify you of the determination made on your application.
- If you applied for tuition-assistance through Lutheran Association for Special Education (LASE), the LASE office will notify you directly of the award determination on May 22, 2015 by US mail.

***Please contact your school administrator or Sue Nahmensen at the LESA office (314-268-1520) if you have any questions on the Building Blocks application process.***

***For answers to your questions about Lutheran Association for Special Education (LASE) tuition assistance, please contact Lori Christiansen at the LASE office (314-268-1533).***

***We are delighted to assist you!***