

# OUR LADY OF GOOD COUNSEL SCHOOL

1530 HOOLANA ST, PEARL CITY, HI 96782, 808-455-4533

## **Parent Questionnaire (for Preschool to Grade 4)**

Dear Parents/Guardians,

It is the desire of Our Lady of Good Counsel School to provide open access to deserving students who wish to become contributing members of our school community. Financial award decisions are not solely based on the funding levels recommended by our independent third party evaluator. Our financial aid committee will make every attempt to understand your child, and will consider any special needs or extenuating circumstances that you wish to share prior to making financial award determinations.

Please answer the following questions to assist us in our review and to help us better understand your child. Thank you in advance for taking the time to provide us with this additional information.

1. Are you a member of the OLGC Parish? If so, please describe your and your child's involvement in the parish (ie: registered members, regular attendance at masses, participation in CCD, involvement with parish ministry groups). (Note: If you are actively involved in another Parish please indicate the name of the Parish and describe your involvement)
  
2. What grade will your child attend during SY17-18? If your child is currently enrolled at OLGC please indicate the number of years your child attended OLGC.

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## **Student Essay For Grade 5 - 8**

Dear Student:

Our Lady of Good Counsel School is committed to helping finance the tuition of deserving students who qualify for financial assistance. Committee members who review requests for financial assistance appreciate the opportunity to learn about you. Please respond to the following prompt in your own words and handwriting. There are no correct or wrong answers to the writing prompt. We value your thoughtful and truthful response to the questions. Your response should not exceed 3 pages using college ruled paper.

Writing Prompt:

Please explain why you want to attend Our Lady of Good Counsel School and what you will contribute to our school community. Please also describe what you wish to obtain from your education at OLGC and how it will support your future goals beyond OLGC.

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## **OUR LADY OF GOOD COUNSEL SCHOOL SCHOLARSHIP/FINANCIAL ASSISTANCE PROGRAM POLICIES AND PROCEDURES**

### SCHOLARSHIP & FINANCIAL ASSISTANCE PROGRAMS

Our Lady of Good Counsel School (OLGC) is committed to enrolling qualified students from diverse backgrounds and experiences. We believe that a family's financial situation should not limit a qualified student's opportunity to attend OLGC. Therefore, OLGC offers need-based financial aid, taking into account many factors including income, net worth, standard living expenses, family size and the number of children attending tuition-charging schools. Although financial assistance is generally awarded based on the financial need of our families, at times distinct scholarships may be awarded to deserving students based on merit.

The annual amount of financial assistance that is available is determined by the school's annual budget. OLGC sets aside funding for this purpose, and in the past has earmarked income derived from OLGC parish, the Annual OLGC Scholarship Golf Tournament, and the Samuel and Mary Castle Foundation. Funds received from these sources are made available to students at all grade levels, excluding the Samuel and Mary Castle Foundation funds which are restricted to preschool students. In order to be considered for financial aid, OLGC requires all financial aid applicants in grades Kindergarten through 8 to also apply for financial assistance from the Augustine Educational Foundation (AEF). The only exception to this requirement is for the award of any remaining funds *after* the AEF and OLGC financial assistance application period ends and awards from these sources have been distributed. Financial aid applications for both the Augustine Foundation and OLGC are submitted through the Private School Aid Service (PSAS).

On occasion OLGC will offer Franciscan Merit Scholarships to deserving students. The purpose of this scholarship is to attract and support honor students of the highest caliber. Financial need is not a criterion for selection, and the award will be for the full amount of the annual tuition.

Many OLGC students also receive financial assistance directly from Kamehameha Schools Bishop Estate (KSBE). Students in preschool may apply for a Pauahi Keiki Scholarship directly from

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KSBE. Students attending kindergarten and grades 4 and 7 may apply for KSBE's Kipono Scholarship funds. OLGc will make every attempt to inform parents of these scholarship opportunities as they become available; however, parents are strongly encouraged to communicate directly with KSBE regarding these financial assistance programs, and to visit the KSBE website regularly to learn about financial assistance that may be received from KSBE and applied to funding your child's education at OLGc.

## FINANCIAL AID APPLICATION PROCESS

All families who wish to be considered for financial aid must complete an online PSAS application. Online applications and procedures are found at [www.augustinefoundation.org](http://www.augustinefoundation.org). Financial aid applications for SY2017-18 may be submitted beginning in early January 2017. OLGc will announce the open application period to current families as that information becomes available. PSAS uses a nationally accepted formula to review a family's finances and provides a preliminary estimate of a family's ability to contribute to their children's educational expenses. The Parish Finance Committee reviews all applications and determines student eligibility and recommends award amounts when appropriate. Recommended financial awards generally represent a percentage of the PSAS calculated need in order to assure equitable distribution of the funds to as many students as possible.

*Please be aware of the following information when completing your online registration form:*

**OLGC School's code is: 2903**

**OLGC School's FINANCIAL AID DEADLINE:** February 17, 2017. Please note that both custodial and non-custodial parents/guardians must submit their online PSAS application and turn in all required documentation listed below.

***In addition to completing the online application, parents/guardians must submit the following documents:***

- 1) A completed signed 2015 federal Tax Return (IRS 1040, 1040A, 1040 E2) with all schedules/attachments;
- 2) 2016 W-2s and/or 1099s for all individuals living in the household;
- 3) Signed but not dated, IRS Form 4506-T (Request for Transcript of Tax Refund) (please note the signed form is uploaded to PSAS by the parent);
- 4) Photocopies of all Social Services Year End Statements (AFDC, ADC, TANF) and/or photocopies of your Food Stamps Year End Statement and/or photocopies of your Social Security Year End Benefit Statement(s) for all individuals in the household receiving benefits in 2016;
- 5) Information about child support payments or child support received;
- 6) Current property assessment information for all owned real estate; and
- 7) Mortgage balance statement for all residential real estate properties.

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These required documents may be submitted via upload, fax or mail to PSAS.

In addition, OLGC requires all students applying for grades 5-8 to submit a written essay directly to OLGC school. Parents of students entering grades preschool through grade 4 must complete a parent letter responding to specific questions. Parents may also submit a letter of hardship if applicable.

### SCHOLARSHIP COMMITTEE REVIEW

The Business Manager will compile a list of all applicants requesting financial assistance from OLGC, and submit the list with all required application documents received to the parish Finance Committee Chair. In addition, the Business Manager will work with the school principal to complete a student profile sheet for each student currently attending OLGC. The profile sheet will identify any awards/recognition received by students; attendance issues if applicable; student involvement in extra-curricular activities and whether students grades and effort are consistent with the students' potential. This additional information will be considered by the committee and used to rank each applicant based on the following:

1. Financial Need as determined by PSAS;
2. Parent Letter and/or Student Essay;
3. Student Past Contribution to OLGC or Current School of Attendance;
4. Likelihood that student will benefit by attending OLGC; and
5. OLGC Parish Membership (not required but preference given).

Parents will be notified of award decisions by March 7, 2017. The deadline for accepting or rejecting financial aid amounts will be March 17, 2017. Parents accepting financial aid must complete their student's registration and have paid their non-refundable deposit for SY2017-18 in order to secure the award amount. In the event a parent returns their financial aid form indicating that they are accepting the award without also depositing registration fees for SY2017-18, the school reserves the right to withdraw the award amount and will notify the parent of such decision.

### FRANCISCAN MERIT SCHOLARSHIP AWARD PROCESS

During school-year 2017-18 competitive awards will be made to one incoming female fourth grade student and one incoming male student. Although financial need is not a criterion for award of this

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merit scholarship, all candidates are encouraged to also apply for financial aid. This will provide the applicant the opportunity to be considered for other financial aid in the event they are not selected as a Franciscan scholar. In order to be considered for the Franciscan Merit Scholarship, students must take a qualifying test administered at OLG School on Saturday, February 18<sup>th</sup> at 10:00 am. While no fee is required to take the qualifying test, students must have submitted an application for admission with the application fee to OLG by February 18<sup>th</sup>. Selection of the merit scholars will be made based on performance on the test, academic achievement, an interview, extra-curricular involvement, and commitment to graduate from OLG School. Recipient must be an active member of the OLG parish.

Candidates receiving this prestigious scholarship will receive an award in the full amount of tuition, including fees, for SY 2017-18, and will be able to renew the award each year through grade 8 provided they remain in good standing at OLG school.

OLG will establish a selection committee made up of the Pastor, School Principal, one of the 4<sup>th</sup> grade teachers, and a member of the Instructional Leadership Team. Selection of merit scholars will be made prior to the convening of the financial aid screening committee in order to afford non-selected candidates the opportunity to be considered for financial assistance.

#### COMMUNITY SERVICE REQUIREMENT FOR RECIPIENTS OF FINANCIAL ASSISTANCE

Families receiving financial assistance are expected to contribute their talent and time to the OLG community. Parents and/or students must complete a combined total of 20 volunteer hours per family. There are numerous volunteer opportunities throughout the year at both the school and church. Many of our parents and students who do not receive financial assistance also regularly volunteer, and those who are completing required service hours are not distinguished from the general pool of volunteers. Parents and students completing required volunteer hours must submit quarterly reports to OLG's Business Manager. The Business Manager can provide parents a list of volunteer opportunities for their consideration. Past volunteer opportunities have included assisting with Parents as Partner activities, or serving on a church ministry.



## Frequently Asked Questions

### How do I apply?

Complete the Parent Financial Statement online at [www.augustinefoundation.org](http://www.augustinefoundation.org). Upload the required documents to PSAS through the FACTS portal.

### How does the school determine financial need?

The Private School Aid Service (PSAS) uses a nationally accepted formula to analyze a family's finances as demonstrated through the parents' financial statements and provides a preliminary estimate of a family's ability to contribute to their children's educational expenses. Both the finances and the estimate of contribution are provided to OLG, which uses that information to determine need (the difference between the tuition and the family's estimated contribution) and make tuition awards.

### How much income would put my family out of the financial aid range?

There is no predetermined income figure that qualifies a family for tuition assistance; therefore, all families are encouraged to apply for assistance. Numerous factors are considered in determining need, including but not limited to family size, assets, liabilities, and number of children attending a tuition-charging school. When reviewing applications OLG differentiates between necessary expenses and money spent for lifestyle choices and voluntary reductions in income such as being a stay-at-home parent, leaving work to become a full-time student, retiring, etc. The School cannot provide financial aid to support lifestyle expenditures that could be directed to education or to make up for voluntary reductions in income. OLG will add the median income to parents who have a voluntary reduction in income to the overall family income when making financial awards.

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## **Which should I do first, apply for financial aid or apply for admission?**

The admission application should be completed concurrently with the financial aid application. While the two processes are separate, financial aid is awarded only to applicants who are qualified to enroll in the School.

**What if I have more than one child attending OLCG or another tuition-charging school?** It is important that all children in the household who are attending a tuition-charging school are included in the financial application. It is also important, and expected, that parents apply for tuition assistance for all of the schools their children attend, including colleges and universities. If the other schools do not have a financial aid program, please note that on the PSAS application. In order to receive aid from OLCG, parents must apply for aid at all schools their children attend.

## **Do I mail the IRS Form 4506-T to the Internal Revenue Service?**

No, the signed and undated form is to be uploaded to PSAS. IRS Form 4506-T.

## **What happens in cases where parents are divorced, separated, or never married?**

Divorce, separation, or never married does not relieve biological parents from their responsibilities to educate their children. OLCG requires both custodial and non-custodial parents to apply for financial aid by completing and filing their PSAS application online and submitting all required documents by the appropriate deadline. The Committee reviews the financial status of both biological parents and their households and determines the student's need based on the family's ability to contribute. The School considers the obligations of the parents to their new family situations in determining the award, but will not become involved in allocating the award on a proportional basis to the families involved.

## **What happens if a biological parent cannot be contacted or the whereabouts are unknown?**

The School will waive the requirement if the custodial parent can provide verifiable documentation from an official source, such as a family doctor, lawyer, member of the clergy, school official, social worker, employer, or other non-related person who is aware of

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the family situation in a professional capacity, that states that the:

- Location of the non-custodial parent is unknown;
- Non-custodial parent has provided no support and has had no contact with the family for at least two years; and
- Involvement of the non-custodial parent is not in the best interest of the student and/or custodial parent.

If there are any other extenuating circumstances that might warrant waiving this requirement, written requests may be sent to OLGC's Business Manager

**A parent may marry, remarry, or establish a permanent relationship with another adult. Will that person's financial circumstances be considered in the financial aid award for the children?**

Yes. The addition of another adult into your household generally changes its financial picture to a considerable degree. In the School's view, your resources and expenses, including those for education, become family resources and expenses, just as those of your new partner become part of the family's financial picture. We will ask you to complete the parent financial statement together, providing information pertinent to the new family unit and appropriate documents.

**Do I need to reapply for financial aid each year?**

Yes. To be eligible, families must reapply for financial aid each year. As long as your financial need continues, the school will continue to try to assist you. Adjustments may be made each year for tuition increases, changes in your family's financial picture, availability of financial aid funds, and the number of applicants.

**Will my child's financial aid award change from year to year?**

Financial aid is recalculated each year using information from the current Parent Financial Statement.

**When would I be notified of the financial aid award?**

If the financial aid application and all documents were received by February 17, 2018,

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parents will be notified of the financial aid awards by March 17, 2018 via mailed award letter.

**Are there any conditions of this financial aid award?** Yes. The School has the same expectations of all of its students, that they must maintain a satisfactory academic and citizenship record. In addition, the family's tuition payment history and financial obligations to the school may affect financial aid awards. In the event a student's tuition becomes delinquent; Our Lady of Good Counsel School reserves the right to withdraw any unallocated financial aid. Parents and/or students receiving aid are also expected to complete 20 service hours per year.

**Do I have to repay the financial aid received?**

No. The financial aid award is a gift to your family from OLGC School, funded in part by generous donations from our benefactors. After your child has completed her/his education and is gainfully employed, it is our hope that your family will choose to give back by contributing monetarily to the financial aid program so that others may also benefit from an OLGC education.

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## Registration and Application Deadlines SY17-18

February 14, 2017	Intent to Return and Registration Forms Due with \$250 deposit per student. Deposit to be applied to first month of tuition.
February 17, 2017	OLGC Financial Aid Applications Due KSBE Kipono & Puahi Keiki Scholars Applications Due
February 18, 2017	Franciscan Merit Scholarship Award Testing for Incoming 4 <sup>th</sup> Grade Candidates
March 7, 2017	Financial Aid Award Letters Mailed (should we do acceptance letters also at this time)
March 13, 2017	Parents/Guardians to Accept or Decline Financial Assistance

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