

# 2019-20 Tuition Assistance Application

Application must be received at 6651 SW Capitol Hwy., Portland, OR 97219  
Application MUST be accompanied by completed Afterschool Enrollment application  
AND Required Registration Fee

Please Note: Tuition Assistance will not exceed 50% off tuition.  
There are a limited number of special scholarships available.  
All information is held strictly confidential

We are pleased that you have chosen PJA for your child(ren). Tuition assistance is determined on the basis of need, timely submission of the application and completed Afterschool program registration forms, and payment of the Registration Fee. To be considered for tuition assistance for the academic year, please complete all of this application and attach a copy of your signed and filed IRS 1040 for 2014 or foreign income tax return. Also, please note on the application any significant changes in income or resources from the previous tax year to the present.

- All parents must sign and return an IRS Form 4506, which is attached as a separate document. No fee is required with this form. This form enables PJA to get a copy of an applicant's tax return directly from the IRS. Independent schools use this form to ensure that the tuition assistance process is fair and complete. This is in addition to a copy of your tax form.
- Parents who are divorced or separated are required to have both birth parents and step-parents submit financial information (use separate application forms). The only exception is if there is a court order mandating that one parent provide all support for the child. In that case, please attach a copy of the court order. Again, this policy is instituted to make the tuition assistance process fair and complete and to ensure an accurate picture of a family's total finances.
- No application will be considered unless all past due balances are brought up to date or a payment arrangement has been accepted by PJA.
- Parent(s) or responsible guardian(s) must sign this form at the end of the application. Your signature certifies that all information recorded is correct.
- Determination of aid is solely the responsibility of the PJA Tuition Assistance Committee. This committee considers all submitted information and individual financial aid decisions to be strictly confidential.
- Final award is contingent upon evaluation of your income tax forms which needs to be submitted to PJA with this application.
- Please do not hesitate to contact Beth Germain, Chief Financial Officer, 503.535.3593, [bgermain@pjaproud.org](mailto:bgermain@pjaproud.org) if you have any questions.

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## CHECKLIST FOR PJA TUITION ASSISTANCE APPLICATION

**COMPLETED Tuition Assistance application MUST be accompanied by completed Enrollment application AND required Registration Fee(s):**

- You are enclosing a copy of your **signed** and **filed** IRS 1040 or foreign income tax return.
- You are enclosing a **signed** IRS Form 4506 (remember that no fee is required with this form).
- Both parents in a family, where parents are divorced or separated, provided financial information. If not, attach a copy of the court order.
- You are up-to-date with all outstanding balances and/or have made a payment arrangement with PJA.
- You signed this tuition assistance application form.

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## PARENT/GUARDIAN CONFIDENTIAL STATEMENT

Names of all children in your family	PJA Aid Application (Y/N)	School	Grade entering in 2019-20	Total Amount you paid last year	Total Amount you can pay this year

Parent /Guardian (1) \_\_\_\_\_ Home Phone \_\_\_\_\_

Address/Zip \_\_\_\_\_ Work Phone \_\_\_\_\_

Parent /Guardian (2) \_\_\_\_\_ Home Phone \_\_\_\_\_

Address/Zip \_\_\_\_\_ Work Phone \_\_\_\_\_

## INCOME AND EXPENSES

1. Please attach a copy of your current income tax return(s). If the child(ren)s father and mother file separately or are separated or divorced, please forward returns of both parents and step-parents (each can be under separate cover). If a tax form was not filed, your sources of income must be recorded (see #7).

2. Principal wage earners occupation \_\_\_\_\_

Yearly salary or income \$ \_\_\_\_\_ Employer \_\_\_\_\_

Occupation of other parent/guardian \_\_\_\_\_

Yearly salary or income \$ \_\_\_\_\_ Employer \_\_\_\_\_

Occupation of step-parent and/or non-custodial parent \_\_\_\_\_

Yearly salary or income \$ \_\_\_\_\_ Employer \_\_\_\_\_

3. Do you own your home? Yes  No  my monthly rent is \$ \_\_\_\_\_

Fair market value:

Per property tax assessment \$ \_\_\_\_\_

Per your estimate \$ \_\_\_\_\_

Monthly mortgage payment - principal and interest \$ \_\_\_\_\_

Property taxes \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Unpaid principal mortgage balance \$ \_\_\_\_\_

4. Do you own other property? Yes  No

Fair market value less mortgages \$ \_\_\_\_\_

Location \_\_\_\_\_

Monthly mortgage payment - principal and interest \$ \_\_\_\_\_

Property taxes \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Unpaid principal mortgage balance \$ \_\_\_\_\_

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5. Do you own or partially own any business? Yes  No

If yes, please complete the following:

a. Total capital value of your ownership/partial ownership interest in the business: \$ \_\_\_\_\_  
b. Your share of the last full year earnings of the business: \$ \_\_\_\_\_

6. Please list value of holdings in other investments.

a. Savings accounts \$ \_\_\_\_\_  
b. Money market funds \$ \_\_\_\_\_  
c. Other investments (to include, but not limited to trust funds, CDs, stocks, bonds, etc.) \$ \_\_\_\_\_  
d. Cash value of life insurance \$ \_\_\_\_\_  
e. Current value of pensions (including IRAs, 401Ks, employer sponsored pensions, etc.) \$ \_\_\_\_\_  
f. Trusts of which you or your children are the beneficiaries \$ \_\_\_\_\_

7. Untaxed or other income for the calendar year.

a. Child support (for all children) \$ \_\_\_\_\_  
b. Alimony payments received or household expenses paid by the separated or divorced spouse in lieu of alimony \$ \_\_\_\_\_  
c. Social Security benefits \$ \_\_\_\_\_  
d. Aid to Families with Dependent Children or ADC, record total for the year \$ \_\_\_\_\_  
e. Food stamps, yearly total \$ \_\_\_\_\_  
f. Other \$ \_\_\_\_\_

8. Have you any other significant debt? Yes  No

What is the \$ amount and why was it incurred (illness, disability, accident, job loss)?

9. Are there any unusual family circumstances that should be considered by PJA's Tuition Assistance Committee in awarding financial assistance?

Yes  No

If yes, please explain:

I (we) attest to the accuracy of this tuition assistance application

\_\_\_\_\_  
Parent/Guardian (1) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian (2) Signature

\_\_\_\_\_  
Date