



300 High Street
PO Box 343
Beech Bottom, WV 26030

Dear Parents,

Thank you for inquiring about Cornerstone Christian Academy's tuition assistance program!

It is the desire of CCA that no child be turned away due to finances. Therefore, we have established a tuition assistance fund which provides need-based grants. CCA is blessed to have financial partners who contribute to this fund so that families who have financial needs are still able to benefit from enrollment at CCA. To be considered for tuition assistance, a family must demonstrate financial need. To determine a family's financial need, CCA contracts with BeneFAQ.

Many parents believe that their income level is the sole determinant in qualifying for tuition assistance. Although income plays an important role, it is not the only factor in determining financial need. Other factors include parent assets, number of children in tuition-charging institutions, family size, age of parents (allowing for retirement savings), and level of outstanding debt (consumer debt, mortgages, other loans, etc.).

In addition to its consideration of these factors, BeneFAQ protects a certain level of income based on family size. This process determines a suggested Family Anticipated Contribution Total for education (FACT). The FACT number and a report of the evaluation is sent to CCA and is used to assist the school in determining tuition assistance amounts.

If you would like to apply for tuition assistance, please note the following information:

- **The application can be found on the BeneFAQ website (benefaq.com). Our school number is 11143.** The \$35 application fee is the responsibility of your family. Please see the attached page for step-by-step instructions from BeneFAQ.
- The person(s) who will be paying tuition should be the one to complete the application.
- CCA cannot determine tuition assistance eligibility until we receive the verified report from BeneFAQ. In order to keep the process moving, please ensure that your application is complete, including all verifications needed by BeneFAQ to compile their report.
- CCA will notify you of your eligibility and award amount within one week of receiving your FACT report. You will receive further instructions at that time.
- The tuition assistance process should be complete before you pay your student's registration fee, unless you want to commit to sending your child to CCA regardless of your award amount.

Thank you for your cooperation. If you have any questions, please contact me. I am happy to help!

Sincerely,

Lynnette Haizlett
Assistant Director

To apply for tuition assistance for the upcoming school year, here is an outline of the steps you will need to fill out your confidential financial application through BeneFAQ. Our school number is **11143**. Follow the directions below.

Step 1: Navigate to www.benefaq.com and create a new account if you do not yet have one in the new BeneFAQ system.

Step 2: Once you are at the site, select the “Parent Login” button from the upper right.

Step 3: Create an account, entering all the information requested and click register which will sign you in for the first time (returning users can then sign in using the sign in section on the left).

Step 4: Click the APPLY button.

Step 5: Enter the correct application year, enter the school number in the search window or begin typing our school name and select it when it appears. Several schools have similar names, so please make sure you are selecting our school.

- Proceed to enter your credit card information and click the button “Pay and Create App” to proceed.
- Your credit card will be charged \$35. The charge will come through as SchoolRIGHT or BeneFAQ.
- Once you pay, your application will be available to begin entering information.

Step 6: Read all instructions on each page.

- On the left are listed all the sections of the application that you will be completing.
- When a page is completed, that section of the left-hand menu will be indicated with the color green. Sections in gray have not been completed.
- If you exit and return later, simply find the next section you need to complete and continue from there. Click “Save and Continue” at the bottom of each page to proceed to the next page.
- If you have questions, please click the Questions/Clarifications link on the upper right-hand side of the page and write your question. This will send a note to BeneFAQ and they will respond in as timely a manner as possible. In some cases it may take up to 24 hours to receive a response. They are closed on weekends and holidays.

Step 6 (cont.)

- When they respond, you will receive an email indicating that a message awaits for you in your account. A number indicator will appear next to the Messages link on your dashboard showing that you have an unread message. Click “Messages” to see the message.
- If you have any issues with the messaging, you can email help@benefaq.com.

Step 7: The application is predominantly constructed in an “interview” style. Complete the application and **DO NOT SKIP** any questions.

Step 8: At the end of the application, once you have reviewed your entries and click “Submit App & Proceed” you will be asked to upload specific information based on the way you completed your application.

- Click the checkbox to upload that document. **YOU CANNOT SELECT MORE THAN ONE** file at a time to upload. Please use the “Add” button under Pay Stubs to add additional pay stubs and the “Additional Documents” section for other items requested.
- If you are not able to upload your tax returns in one complete document, please use “Additional Documents” to add the pages.
- If you need to send numerous single pages for some reason, please reach out to BeneFAQ and they will provide instructions to do so.
- BeneFAQ will begin verifying your application once they begin receiving documents from you.
- BeneFAQ will message you through the inline messaging system if they need further clarification on anything. Please use this system to respond to those inquiries.

If you have questions about your application of supporting documents, it is best to use the inline messaging system. BeneFAQ is prompt in their replies and will be very willing to help you as necessary. You can also email help@benefaq.com.