



## Tuition Assistance at Wingra School for the 2017-2018 school year

*Tuition assistance decisions are made independently of admissions decisions. Incoming families who plan to apply for tuition assistance must first apply for admission and pay the \$100 application fee. Wingra School is a welcoming community for all kinds of families, and does not discriminate against any person or persons on the basis of gender, race, color, creed, religion, sexual orientation, political persuasion, national or ethnic origin, or disability, in its admissions or tuition assistance policies.*

In order to determine financial need uniformly, fairly, and confidentially, Wingra School uses the services of FAST (Financial Aid for School Tuition), a program of Independent School Management, to provide a need-based financial aid analysis of a family's ability to contribute to the cost of tuition. All families wishing to apply for tuition assistance at Wingra School for the 2017–2018 school year will need to take the following steps:

Read and sign the enclosed Tuition Assistance Acknowledgement Form, and return it to Bonnie Schey, Business Manager at Wingra School prior to doing the online application.

Find the FAST link on Wingra School's website ([www.wingraschool.org](http://www.wingraschool.org)) - click on "Tuition and Tuition Assistance" under "Admissions" and scroll down to "How to Apply for Tuition Assistance" and click on the link in #2. Fill out and submit an online application to FAST by March 15, 2017.

Mail all required documents (unless you are able to use the scanning option) to FAST by March 15, 2017:

Independent School Management  
Attn: FAST Processing  
1316 North Union Street  
Wilmington DE 19806-2594

The online application process is self-guided. You may navigate in and out of the program allowing you to partially complete an application and go back to it at another time. Online e-mail and a 24/7 helpline is provided at [help@ismfast.com](mailto:help@ismfast.com) or 1-877-326-3278. Many questions can be answered by clicking on the electronic Parent User Guide on the FAST website. The Parent User Guide explains the application process, including which documents to have on hand and a worksheet of the questions you will be asked. **Please do not call the school with questions about the online application.**

The charge for the application is \$43.00 and must be paid by credit card before submitting your online application. If you do not have a credit card, or cannot budget the fee, please call Wingra School for assistance. For two family households, please read the "Special procedures for divorced or separated parents" on page 6 of the Parent User Guide on how to file a separate but linked application, which requires only one fee for both applications.

The **online** submission deadline for all applications is **March 15, 2017**. Copies of your 2016 tax returns and other required documents must be **mailed** (or scanned if you are able to use that option) following submission of the online application and be postmarked by **March 16, 2017**.

FAST provides Wingra School with a report, which includes a recommendation of what a family should reasonably contribute toward tuition. FAST does not decide whether financial assistance will be given or how much to give.

**Priority deadline for submitting an application is March 15, 2017**  
**Applications received after this date will be considered based on availability of funds.**

For parents who are separated or divorced or have never been married, both parents must submit financial information for a separate but linked application. See the instructions in the Parent User Guide on the FAST website “Special procedures for divorced or separated parents.” There is only one fee for both applications and neither parent will be able to see the other’s financial information. Wingra School requires financial information from *all parenting adults* of each student applicant, i.e., both the custodial and non-custodial parents and any stepparents or unmarried partners who have parenting contact and responsibilities for the applicant.

Named after a former Wingra School Director, the **Joyce Perkins Scholarship Fund** awarded a total of \$4000 of tuition assistance in its inaugural year of 1987-1988. The amount awarded has grown each year, and **currently more than 20% of Wingra students receive tuition assistance**. Money for the fund comes from fund raising events and donations. The Wingra community has worked hard and contributed generously over the years to continually increase the amount of aid available. **Wingra School receives no other funding for tuition assistance.**

On the basis of the FAST report – verified by parental tax returns, 2016 W-2s, and other data – and the money available in the **Joyce Perkins Scholarship Fund** for tuition assistance, Wingra School selects recipients and determines tuition assistance amounts.

**Families must reapply each year for tuition assistance.** Once a family receives tuition assistance, Wingra strives to maintain that level of assistance in future years if a comparative need is demonstrated. As a family’s financial circumstances change, the level of assistance will change correspondingly. All financial information provided is held in strictest confidence.

**Wingra School’s tuition assistance monies are not sufficient to meet 100% of the need of applicants and all families pay some tuition.** Both FAST and Wingra School assume that parents have an obligation to finance their children’s education to the extent that they are able.

**FAST cannot process incomplete applications.** Missing information will need to be provided before the application is considered. Applications received after March 15, 2017 will be limited to remaining funds, if any. Note that the tuition assistance application deadline of March 15 is a month before the April 15 tax deadline, therefore requiring early completion of tax forms.

If you have questions about Wingra School’s tuition assistance program, please contact:

Bonnie Schey, Business Manager  
Wingra School  
718 Gilmore Street  
Madison, WI  
Tel: 608/238-2525  
Fax: 608/238-6316  
[bonnie@wingraschool.org](mailto:bonnie@wingraschool.org)