

# Tuition Assistance Instructions and Worksheets

EASY-APP ONLINE **will save you...**

- ✓ **Time**
- ✓ **Money**
- ✓ **Paperwork**

Your school's  
registration number is:

60602

Your school's application deadline: \_\_\_\_\_

- |  |  |
|--|--|
| Q: Where do I get a <b>paper application</b> ? | A: Create your account at <a href="http://www.cfslogin.com">www.cfslogin.com</a> . Once your account is created, click the menu item: <b>download forms and worksheets</b> . Begin with <b>Application with Worksheets</b> . You can also access budget helps, debt reduction worksheets and other aids from there.  |
| Q: Worksheets & detailed <b>instructions</b> ? | A: These are all available at <a href="http://www.cfslogin.com">www.cfslogin.com</a> . Employment, Income & Expense worksheets are in your hand. <b>Also, you can get these worksheets: Investment Income, Self-Employment / Business / Other Income, and Business Net Current Assets.</b>   |
| Q: What if I'm <b>self-employed</b>            | A: You will need other worksheets to complete the application. Go to <a href="http://www.cfslogin.com">www.cfslogin.com</a> and download: Self Employed / Business Owner worksheets.   |
| Q: How do I use EASY-APP ONLINE?               | A: Connect to our secure server at <a href="http://www.cfslogin.com">www.cfslogin.com</a><br>1. Enter school registration number (if not shown above, get this from the school)<br>2. Enter user name: The unique name you will use: _____<br>3. Enter password. The Unique ID you will use: _____ (10 character limit)  |
| Q: How much does this analysis cost?           | A: <b>Online</b> processing: \$30 Credit Card or eCHECK<br><b>Fax or mail</b> processing: \$30 payment must accompany application<br>(check, MO, MC, VISA, AMEX, credit-debit) Make checks to: Confidential Financial Services   |
| Q: How does the process work?                  | A: 1. Download an application and instructions from <a href="http://www.cfslogin.com">www.cfslogin.com</a> .<br>2. Use the worksheets in your hand to calculate your monthly averages.<br>3. Log in to <a href="http://www.cfslogin.com">www.cfslogin.com</a> and click on "apply for tuition assistance."<br>4. Complete payment. You will be re-directed to the online application.<br>5. Once you have entered all the appropriate information, click review and print a copy.<br>6. Don't forget to click "submit application." The school will be notified immediately.<br>7. You will receive an email listing the items you need to fax to CFS. The minimum you will need are your tax returns (fed & state, first 2 pages) and pay stubs (last 4 pay periods). Fax all requested items to CFS: 719-687-0705/ email pdf to <a href="mailto:fax@cfainfo.net">fax@cfainfo.net</a> .<br>8. Your application is submitted at this point but the process is not complete until all of the requested items have been received and reviewed by CFS.<br>9. The school will make a decision about your tuition aid amount. |
| Q: How long does the process take?             | A: The school will have access to your report the moment you submit your application. If information needs to be verified, it may take a little longer. Provide requested info right away.   |
| Q: How is the assistance calculated?           | A: The school decides what assistance to award based on an impartial analysis of your finances and the amount of aid available. Each application is objectively analyzed based on current income and expenses with consideration given to circumstances. From this an analysis estimates how much you could contribute towards your child's education.   |
| Q: What if I need to explain something?        | A: Special or extenuating circumstances need to be expressed to the school's financial aid committee in writing. If you complete an application online you can type this information into the application. Just click "request for exception."   |
| Q: What is the application deadline?           | A: Deadlines for tuition assistance applications are set by each school, not by CFS.   |

## Before you start: Things to get together

### School's CFA ID #

**Income** items for the past 4 pay periods (for each job):  
(Whether it's 4 weeks or 4 months, you will need your previous 4 paychecks.)

- Pay stubs from employment
- Pay stubs or paperwork explaining income from Social Security, temporary aid, food stamps, child support or alimony

### Expense items from the past 3 months:

- Child support/alimony paid
- Utilities (electricity, water, heating fuel, garbage, cable & internet, local phone only, unless cell = your only phone)
- Insurance (auto, health, vision, dental and life)
- College tuition (not R&B, supplies, loans, savings plans)
- Employment-related child-care
- Regular (monthly) medical expenses

### One month history for:

- Mortgage or rent
- Auto payments
- Credit card / other short-term debt statements

### Income items from last year:

- Disbursements from investment income or IRA
- Disbursements from children's trust fund(s)
- Dividends from corporation you own in full or in part

### First 2 pages of the following:

- Your most recent FEDERAL tax return (form 1040)
- Your FEDERAL Schedule SE, if you are self-employed
- Your most recent STATE tax return

### Asset and Liability information:

- Value of IRA's and other retirement accounts
- Estimated home value (best-guess value & debt)
- Estimated value & debt of other real estate (non income-producing)
- Estimated value & debt of vehicles, except leased
- Cash, cash accounts, other investments

### If you **own a business** (in full or in part)

- Your business tax return (first 4 pages)
- An accounting of current assets (Cash assets, payables, receivables etc. Not: building, equipment, inventory. **Only cash-type assets.**)

## What expenses to include:

**Not all expenses are used in our calculations. This will help you know what to include.**

Item	What to include	What not to include
<b>Mortgage/rent</b>	Residential mortgage / rent payments, taxes, home-owners insurance, escrow, 2d mortgage payments	Second home mortgage or loan payments, bare land mortgage or loan payments, rental property mortgage
<b>Auto payments</b>	Auto installment loan or lease payments	Auto insurance, gas, maintenance and repairs
<b>Child support / alimony</b>	Child support, alimony actually paid (3 mo. history)	
<b>Monthly utilities</b>	Electricity, water, heating fuel, garbage internet, cable, phone basic service	Long distance bill, cell phone / pager (unless cell phone is your only phone)
<b>Monthly insurance</b>	Health, life, vision, dental, auto actually paid by you	Portions of these deducted from your pay, homeowners insurance, any other insurances
<b>Monthly giving</b>	Amounts actually given	Charitable contributions deducted from your paycheck, amounts you plan or intend to give
<b>Monthly college tuition</b>	Actual monthly college tuition payment	Room & Board, supplies, college savings plans, College loans (report as short-term debt)
<b>Monthly child-care paid</b>	Work-related childcare	Babysitting / non work-related childcare
<b>Monthly medical</b>	Predictable reoccurring expenses, medications and treatments	Amounts paid through medical expense account or deducted from your pay check, unpredictable expenses
<b>Short-term debt and credit cards</b>	Ending balance of all these debts together total minimum payments due from all statements	Loan payments deducted from your pay check, CC accounts that you pay in full each month, amounts already reported elsewhere
<b>Tax refund or paid</b>	Amount refunded because of overpayment or paid because of underpayment. Net fed & state together	Amount paid because you are self-employed and you did not make quarterly payments to IRS and state
<b>Bankruptcy/garnishment</b>	Amounts you pay monthly	Amounts withheld from your pay check
<b>School tuition</b>	Do not try to include it somewhere.	This information is not requested
<b>Monthly food costs</b>	Calculated automatically	This information is not requested

# Calculate Employment Income using these worksheets

**What if your job doesn't pay regularly?** Then use the self-employment / all other taxable income monthly calculation worksheet on the next page instead of the worksheet on this page.

**What if you don't have 4 paychecks yet?** Using your most recent paychecks, calculate how much your income and deductions will be over a 4-pay check period. Use this projected four-check total in the worksheet.

**What if you have more than one job?** Print / copy / use one worksheet for each job. Use separate worksheets for father and for mother.

## Employment Income Worksheet

Calculate Father (or Stepfather / male guardian) separately from Mother (or Stepmother / female guardian)

Blank worksheets can be downloaded when you log in at: [www.cfslogin.com](http://www.cfslogin.com)

Follow these simple steps to calculate your total allowable monthly income for each job

- 1 Gather your last 4 paychecks from each of your jobs.
- 2 For each job: add together the net (take-home) paid to you in all 4 paychecks.
- 3 For each job: add together the amount withheld for retirement (but not IRA loan repayment).
- 4 For each job: add together the amount withheld for a savings plan and/or transferred into savings.
- 5 Transfer the information to the worksheets / complete the calculations.
- 6 Add the total allowable per month (line F below) together for all your jobs.
- 7 For father / stepfather: transfer amount to box 6 on the application.  
For mother / stepmother: transfer amount to box 7 on the application.

Parent / guardian name:

Employer name:

<b>A.</b> total net (take home) from four paychecks:	<b>A</b>	Example: 4 check total <i>5,566</i>
<b>B.</b> total withheld for retirement in 4 paychecks	<b>B</b>	<i>200</i>
<b>C.</b> total withheld for savings plan <b>and/or</b> transferred into savings in 4 paychecks:	<b>C</b>	<i>400</i>
<b>D.</b> Add B and C to A (A+B+C=D)	<b>D</b>	<i>6,166</i>
<b>Pay frequency Factor:</b>		
<b>E.</b> Enter the appropriate factor in the box		(paid every-other week)
monthly X .25	<input style="width: 100px; height: 40px;" type="text"/>	<input style="width: 100px; height: 40px;" type="text"/>
twice a month X .5		
every-other week X .542		
weekly X 1.083		
<b>F.</b> Multiply D times the factor you put in E		
Total allowable per month =	<b>F</b>	<i>3,342</i>

**Add the amounts in F together for all your jobs**  
**Transfer the total F's to box 6 or 7 on the application**

# Income / Expense Monthly Calculation Worksheet

Use this to calculate current monthly income and expenses.

## Income Worksheet

	regular monthly income	Enter in application box
TANF (AFDC) or ADC or AAC		<b>8</b>
Food stamps		<b>9</b>
Social Security benefits		<b>10</b>
Monthly help from others	monthly amount you will receive from employer	<b>16</b>
	monthly amount you will receive from others	<b>17</b>

	most recent	1 month ago	2 months ago	total	"total" divided by 3	Enter in application box
Child support/alimony received						<b>11</b>
All other income (non-taxable)						<b>14</b>
All other income (taxable)						<b>15</b>

Employment Income	Use employment income worksheet	<b>6,7</b>
Investment Income	Use investment income worksheet	<b>12</b>
Self-employment / business income	Use business income worksheet	<b>15</b>
Last Year's Adjusted Gross Income	From IRS form 1040	<b>1</b>
Last Year's Taxable Income	From IRS form 1040	<b>2</b>
Last Year's State & Federal refunded or owed <small>(amount refunded or paid because of over-withholding or under-withholding during the year)</small>	NET refund (state / federal combined)	<b>3</b>
	NET owed (state / federal combined)	<b>4</b>

## Expense Worksheet

	regular monthly payment	Enter in application box
Mortgage / Rent	Do not include	<b>18</b>
Auto payment / lease	amounts deducted	<b>19</b>
Monthly bankruptcy payment	from your paycheck	<b>23</b>

	most recent	1 month ago	2 months ago	total	"total" divided by 3	Enter in application box
Child support/alimony paid						<b>20</b>
Monthly utilities						<b>21</b>
Monthly insurance						<b>22</b>
Monthly giving / tithe						<b>24</b>
Monthly college tuition						<b>25</b>
Monthly child-care paid						<b>26</b>
Monthly medical paid						<b>27</b>

### Monthly debt payments

Short-term debt / Credit Card ending balance	total balance, all CC/ST debts	<b>28</b>
Short-term debt / C.C. minimum payment	Min. payment all CC/ST together	<b>29</b>

## Self-Employment / Corporation / Business, and All Other Taxable Income Monthly Calculation Worksheet

### An important note about net business income

**Net Business Income** = the amount your business paid you in salary, bonuses, commissions, dividends, including loans\* made to you from your business, after paying social security and income taxes.

**\*Loans:** if you paid yourself by means of a loan from your business you will need to count that as income on this application. If personal loans from your business were paid back, reduce your income by that amount. This does not include personal loans from your bank or loans to your business by a bank or investor.

**Method One:**

1. Net salary your business pays to you now, monthly \_\_\_\_\_
2. Net disbursements/dividends & loans\* (not salary) received \_\_\_\_\_  
from your business last year, divided by 12.
3. Total of lines 1. and 2. \_\_\_\_\_

**Use Method One**  
if your business income  
is stable / regular.

*Transfer this total to box 15 on application*

**Method Two:**

1. Total net your business amount paid you, the past three months \_\_\_\_\_
2. Divide that amount by three \_\_\_\_\_

**Use Method Two**  
if your business made  
little/nothing last year.

*Transfer this total to box 15 on application*

**Method Three:**

1. Total net your business paid you the first 3 months of last year \_\_\_\_\_
2. Total net your business paid you the first 3 months of this year \_\_\_\_\_
3. Calculate the percentage of increase/decrease (line 2 divided by 1) \_\_\_\_\_ %
4. Total net paid to you, all of last year (excluding SS and payroll taxes) \_\_\_\_\_
5. Multiply line 4. times line 3, the percentage of change. \_\_\_\_\_
6. Divide line 5. by 12 for monthly amount. \_\_\_\_\_

**Use Method Three**  
if your business  
income is irregular or  
infrequent.

*Transfer this total to box 15 on application*

**Method Four:**

1. Total net paid to you all of last year (including loans\*) \_\_\_\_\_
2. Estimate percentage of increase / decrease for this year \_\_\_\_\_ %  
(Please be as accurate as possible, using the indicators particular to your  
business that you would typically use to manage your business)
3. Multiply line 1 times line 2 (percentage of change this year). \_\_\_\_\_
- 4, Divide line 3. by 12 for monthly amount. \_\_\_\_\_

**Use Method Four**  
if your income changes  
frequently **and** this  
year's income will be  
significantly different  
from last years.

*Transfer this total to box 15 on application*

If either parent is owner / part-owner in a corporation or an LLC, indicate your percent of ownership: \_\_\_\_\_ %

Transfer these answers to the application under "**Self-employed or business owner:**" located on page 3 of the application. Deliver a copy of your business or SE tax return to your school, or DTS if so instructed.

*If you complete this section, deliver a copy to CFS, and to the school.*

## Business Owner's Net Current Asset Calculation Worksheet

(i.e., accessible cash / investments, **not land, equipment or inventory.**)

**Current Assets** (do not include inventory)

Cash & cash accounts \_\_\_\_\_  
Investment accounts \_\_\_\_\_  
Marketable securities \_\_\_\_\_  
Notes & Accounts Receivable \_\_\_\_\_  
Pre-paid expenses \_\_\_\_\_  
Misc. (incl. short-term investments) \_\_\_\_\_  
Total Current Assets \_\_\_\_\_

**Current Liabilities**

Notes payable / line of credit \_\_\_\_\_  
Accounts Payable (less A/P for inventory) \_\_\_\_\_  
Dividends Payable \_\_\_\_\_  
Payroll Tax Payable \_\_\_\_\_  
Prepaid income \_\_\_\_\_  
Misc. accrued liabilities \_\_\_\_\_  
Total Current Liabilities \_\_\_\_\_

-----  
Assets minus Liabilities (if less than \$0, enter \$0) \_\_\_\_\_

If business is a partnership, multiply by the percentage of ownership or percentage of stock owned by applicant. X \_\_\_\_\_%

**Enter into box 37 on Application** = \_\_\_\_\_

# 2012-2013 Tuition Assistance Application



Confidential Financial Analysis  
 Processed by Confidential Financial Services,  
 Colorado Springs, Colorado 80934

Why Struggle?  
 Easy-App Online  
[www.cfslogin.com](http://www.cfslogin.com)

Need help? e-mail us at:  
[help@cfslogin.com](mailto:help@cfslogin.com)

Complete all spaces, and send copies of your current Federal and State Income Tax returns, and copies of your 4 most recent pay stubs to CFS. All processed reports are reviewed by the school's Tuition Assistance Committee. This school does not discriminate on the basis of gender, race, color, national or ethnic origin. APPLICATION DOES NOT GUARANTEE AWARD. © Copyright DTS 2011

## Step 1 General Information

Information is accurate as of: **Today's Date:**  /  /

**Your** This is for secured identification. No Social Security numbers please. Record your username and password in the boxes below (10 character limit)  
 Username:   
 Password:

### I. School Information

School or Scholarship Foundation:  School's Registration Number   
(Missing number will delay processing)

### II. Family Information

First Name:  M.I.  Last Name:

Street or Post Office Mailing Address

City  State  Zip Code

Daytime Phone  -  -  Evening Phone  -  -

Occupation  Spouse's Occupation (if applicable)

E-mail address:

**As of today, are you married?**

No  
 Single  
 Widowed  
 Divorced  
 Yes.  
 Yes, but separated from my spouse.

If you are not married to or are legally separated from the child's other parent, are they required by the court to pay a portion of the tuition?  
 If so ... enter that Amount OR Percent  
 amount, or percent: \$   %

**Current Employment Status for head of household:**  
 select first option that applies

Business owner  
 Self-employed  
 Employed full-time  
 Employed part-time  
 Retired  
 Not employed

**Relationship to the student:**

Father  
 Mother  
 Stepparent  
 Grandparent  
 Legal Guardian  
 Other



Help us keep your pages together.

APPLICANT'S LAST NAME: \_\_\_\_\_

## Step 2 Income

### Last Year's Income:

2011 **Adjusted GROSS Income** (Federal Tax form 1040, 1040 A, 1040 EZ): \$    ,    1

2011 **TAXABLE Income** (Federal Tax form 1040, 1040 A, 1040 EZ): \$    ,    2

2011 **STATE and FEDERAL refunded or paid** NET TAX REFUND - State & Federal (combined) \$    ,    3

OR TAXES PAID - State & Federal (combined) \$    ,    4

States with scholarship tax credit programs \$    ,    5

Total amount received in 2011-12 from a Student Tuition Organization other than your school.

### Monthly Income, now: Transfer amounts from worksheets

#### Calculated Take-home pay

From line F on the worksheets  
You must use the worksheets

Monthly income, determined by worksheet(s):

Father: \$   ,    .   6

Mother: \$   ,    .   7

TANF (AFDC) or ADC or AAC  ,    .   8

Food stamps  ,    .   9

Social Security benefits  ,    .   10

Child support / alimony received  ,    .   11

Monthly Investment Income:

Monthly Income from investment \$   ,    .   12

Amount / value of investment that produces this income. \$  ,    ,    .   13

Other Income Do not show any income twice!  
Self-employment income reported under "Other" income.

All other income/benefits (non-taxable) - Monthly:  
\$   ,    .   14

All other income/benefits (taxable) - Monthly:  
\$   ,    .   15

Help from Others

Employer-paid education benefits Applicable to this school \$  ,    .   16

Monthly tuition help from others \$  ,    .   17  
There may be others willing to help with this school's tuition payments. Enter how much help you will receive monthly in box 17.

### Self-employed or business owner:

**Corporations / partnerships:** Is either parent owner / part-owner in a corporation or an LLC? yes  no

If "yes," please submit a copy of your corporate / business federal tax return to the school (or to DTS, if so instructed).

**Business Return:** Have you delivered a copy of last year's federal tax return to the school or to CFA? yes  no

**Method for calculating income:** Please indicate which method you used for calculating your monthly business income (indicate method 1-4)

## Step 3 Expenses

### Monthly Expenses, now: Transfer amounts from worksheet

Monthly mortgage or rent primary residence only  ,    .   18

Monthly auto payments  ,    .   19

Monthly child support/alimony pd leave blank if deducted from paycheck  ,    .   20

Monthly utilities  ,    .   21

Monthly insurance exclude portion deducted from paycheck  ,    .   22

Monthly bankruptcy payment exclude portion deducted from paycheck  ,    .   23

Not all items are allowed. See worksheet instructions Do not enter any expenses not specifically requested.  
Food costs are calculated automatically. Tuition is calculated separately.

Help us keep your pages together.

APPLICANT'S LAST NAME: \_\_\_\_\_

### Expenses, continued

Monthly giving / tithe ,  .  24

Monthly college tuition ,  .  25  
not this school's tuition, or college loans or college tuition savings plans.

Monthly child-care paid ,  .  26  
Work-related child care only

Monthly medical paid ,  .  27  
Do not include expenses paid out of payroll-deducted medical expense account

Monthly debt reduction (transfer amounts from worksheet) ,  .  28

Ending balance ,  .  28

Minimum payment due ,  .  29

## Step 4 Assets & Liabilities

### IRA's & all other retirement accts:

Value \$ ,  .  30

### Home value & debt: (for information only)

Value \$ ,  .  31

Related Debt \$ ,  .  32

### Other real estate: (non income-producing)

Value \$ ,  .  33

Related Debt \$ ,  .  34

### All vehicles and boats: (except leased)

Value \$ ,  .  35

Related Debt \$ ,  .  36

### Business or farm net CURRENT ASSETS:

Value \$ ,  .  37

You must use worksheet. Transfer amounts from Business Net Current Asset Worksheet.

### Cash, cash accounts, cash & non-cash investments:

Value \$ ,  .  38

INCLUDE investments such as cash, and non-cash investments such as stocks, gold, jewels, etc. DO NOT INCLUDE cash or investments already listed above that generate monthly income.

If you reported over \$10,000 in cash and investments in line 38, please help us understand the purpose of this cash (select one):

- 1 Invested / saved / set aside for the future
- 2 Contingency fund
- 3 Designated for future purchase (home, college, trust fund, etc.)

If you marked #3, What is this designated future purchase?

**Request for exception:** Check here to indicate that you have unusual or extenuating circumstances and you plan to present a written explanation to the school, requesting an exception.

**Personal Return:** Check here to indicate that you have delivered a copy of last year's IRS form 1040 to: CFA:  school:  both:

## Step 5 Payment

(Not including payment will delay processing of your application.)

Need help? e-mail us at: [help@cfslogin.com](mailto:help@cfslogin.com)

### Signature of parent / applicant --

confirms that all information on this form is true, accurate, and complete to the best of your knowledge:

### Credit Card Payment (VISA, MC, AMEX)

For mailed and faxed applications - your credit card will be charged \$30

Name as it appears on card:  
 Card's billing address:  
 Card #  
 Expiration date:  
 Card holder's Signature:

- ~ **Mailing?** Copy form. Mail original, tax information, worksheets and \$30 payment to CFS (check / MO, or credit card information).
- ~ **Faxing?** Fax application, tax information, worksheets, credit card info to 719-687-0705. Keep the original. Your credit card will be charged \$30.
- ~ **Online?** Complete at [www.cfslogin.com](http://www.cfslogin.com). Online payment of \$30). Keep the original.