

Applying for Financial Aid



In order for Lancaster Mennonite to allocate our resources wisely and fairly, we have enlisted the help of Independent School Management's FAST (Financial Aid for School Tuition) program. We will utilize the secure online service of FAST to process all applications. FAST provides a need-based financial aid analysis service which includes a recommendation of what a family should reasonably contribute toward tuition. All information from FAST is secure and kept confidential. Upon approval by the school, financial aid award letters are then sent to families.

To start the process and access the FAST program, please do the following:

1. Log onto www.lancastermennonite.org and point to **Admissions** in the top menu bar. A drop-down menu with **Tuition & Financial Aid** will appear. Click on this link.
2. Click on one of the three **FAST** links on the tuition & aid page to access the FAST application website.
3. Once you are in the program, click **Start Application** button at the bottom of the first page. All your financial information should be entered directly through the secure server. Space is also provided to fill out additional information that may be pertinent to your application. *See the reverse side of this page for the information you need to complete the application.*
4. The application process is self-guided. You can partially complete an application and go back to it at another time. If you have questions, FAST provides online email and a **24/7 helpline** in Spanish and English: **1-877-326-3278**. You may also contact the school financial aid office with questions.
5. **The charge to apply through FAST is \$45.** This non-refundable fee will need to be paid by credit card when you finish and submit your online application. If you do not have a credit card, please call LMS at 717-740-2431.
6. Copies of your tax forms are needed in order to comply with state regulations. Students must be listed on your tax forms as dependents. After completing the online application, you will be required to submit your signed tax returns for both state and federal taxes with the required schedules and W-2 forms.
7. **Apply as soon as possible, financial aid funds are limited.**

This procedure will secure your financial data, maintain a high degree of confidentiality, and efficiently process financial aid requests. **Please make your tax appointment early.** The school has a financial aid budget and when that money has been awarded, there may be no more for the year. It is in your best interest to send your tax information shortly after you apply (see back).

Questions on Financial Aid:

Diane Brubaker
Financial Aid Office
(717) 740-2431
brubakerdk@lancastermennonite.org

Note: The application for FAST is not an application for admission. To apply for admission, please complete the online application found in the Admissions section of our school website and submit required documents. Questions can be directed to our Admissions office at (717) 740-2428.

Information Needed to Complete Online FAST Application

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| <input type="checkbox"/> Federal Taxes | <input type="checkbox"/> Make, Model, & Year of Vehicles | <input type="checkbox"/> Personal loans, Credit Cards, etc. |
| <input type="checkbox"/> State/County/City Taxes | <input type="checkbox"/> Estimated Value of Vehicles | <input type="checkbox"/> Rent Expense |
| <input type="checkbox"/> Income of all types reported on tax forms | <input type="checkbox"/> Outstanding Debt on Vehicles | <input type="checkbox"/> Insurance expenses (home, life, auto, etc.) |
| <input type="checkbox"/> Mortgage Payment (monthly) | <input type="checkbox"/> Monthly Vehicle Payment | <input type="checkbox"/> Utilities expenses (electric, heat, etc) |
| <input type="checkbox"/> Mortgage Interest Paid (annual) | <input type="checkbox"/> Savings Account | <input type="checkbox"/> Child Support, Alimony |
| <input type="checkbox"/> Original Mortgage Value | <input type="checkbox"/> Checking Account | <input type="checkbox"/> Charity, Tithing |
| <input type="checkbox"/> Year Purchased | <input type="checkbox"/> Certificates of Deposit | |
| <input type="checkbox"/> Purchase Price | <input type="checkbox"/> Stocks, Bonds, Securities | |
| <input type="checkbox"/> Present Market Value | <input type="checkbox"/> Trusts | |
| <input type="checkbox"/> Refinancing Info (if any) | <input type="checkbox"/> Retirement Savings | |
| <input type="checkbox"/> Property Taxes Paid | <input type="checkbox"/> Business Assets, etc. | |

Checklist of 2019 Documents Needed (for 2020-21 school year)

After you have completed your online application through FAST, please submit copies of your tax documents to FAST. You may scan documents and upload them to the FAST website OR mail them directly to FAST:

FAST Processing
1316 North Union Street
Wilmington, DE 19806-2594

Self addressed 9X12 envelopes are available from all campus offices if needed. If these documents are submitted before you've completed an application, FAST will shred them. Do NOT submit original documents because FAST cannot return them. Faxed documents will not be accepted, but scanned documents through their website are acceptable.

FAST will not calculate an award until they can verify your financial aid application against your tax documents. **Please submit the following documents, if applicable, directly to FAST:**

- Federal Tax return: 1040, 1040A, or 1040EZ, along with schedules: A or L, C, E, F (if required for your tax return)
- State Tax Return
- W2 forms
- 1099 forms for IRA, Pensions/Annuities (if you have entered figures on lines 15 and 16 of the Federal 1040), Unemployment compensation, Cancellation of Debt
- ALL Business Tax returns: K1, 1065 or 1120S Corp