



FINANCIAL AID INSTRUCTIONS **New Students Applying for Admission after March 1**

Tuition Aid Data Services (TADS) has been selected by The International School of Minnesota (ISM) to conduct financial needs assessments for those applying for need-based financial aid. Recommendations from TADS will be used by ISM's Financial Aid Committee as part of the procedure to determine financial aid awards. NOTE: TADS does not make financial aid award determinations, so will not have information available regarding the amount of assistance you may receive from the school.

Who is Eligible to Apply for Financial Aid? Students entering grades 1 – 12.

Application Requirements:

Consideration for financial aid is dependent upon completion of **ALL** financial aid application items. Financial aid consideration will be made by ISM's Financial Aid Committee once a month during the months preceding the start of the academic year. It is advisable that you complete your application and submit all required documentation as soon as possible.

Notice of Financial Aid

In general, notification of award amounts is sent to financial aid applicants as soon as possible after the Financial Aid Committee has met to review complete applications. All decisions are final. TADS does not receive this information.

Part 1: FINANCIAL AID APPLICATION ITEMS TO BE COMPLETED VIA TADS:

- Application:** Must be completed online at <http://www.tads.com/>.
 - In the case of divorced or separated parents, both parents must submit a financial aid application and all requested information must be submitted to TADS before the Financial Aid Committee will consider an application. If either parent is remarried or lives with a significant other, the spouse or significant other's contributions to the household along with any obligations to his or her own children are taken into consideration.
 - Application Section 24: Special Code Information
 - No special codes. Please leave this section blank.
 - Application Section 25: Application Processing Fees
 - Required Processing Fee: \$34 (payable to TADS)
 - If you do not submit this fee with your application, TADS will not be able to process your application.
 - Other TADS processing fees may be applicable in certain cases.
- Supporting Financial Documents:** All supporting financial documentation must be sent directly to TADS either by mail or fax. **Do NOT send these documents to ISM!** They cannot be returned to you or forwarded to TADS.

Block or cross out all references to Social Security Numbers or taxpayer identification numbers.
(TADS does not need or use these numbers).

- The following supporting documentation **from all who are financially responsible for the student** must be copied and submitted to TADS by mail, fax or upload to the TADS system:
 - Federal tax forms** (as filed, personal and businesses owned) for the immediately preceding tax year (i.e., if applying for financial aid for 2016-2017, submission of the **2015** as-filed forms is required)
 - Current W-2 forms** from each job held
 - Pay stubs** – most recent from each job held
 - Documents that establish the amount of miscellaneous monthly or yearly income** received (i.e., welfare, food stamps, unemployment, workers' compensation, child support, etc.)



5. **Corporate, partnership, and trust forms** of those who own 20% or more interest in a corporation, partnership or trust
6. **1099's**

Block or cross out all references to Social Security Numbers or taxpayer identification numbers

Need assistance with your TADS application?

You may contact TADS for assistance in completing the financial application or to check the financial application status. TADS does not have award information.

Online: <http://www.tads.com/> (under "Family Login")
TADS Help: help@tads.com or online chat at <http://www.mytads.com/>
TADS Mailing Address: 110 N 5th St., Second Floor, Minneapolis, MN 55403
TADS Telephone: 612.548.3320, or toll-free 800.477.8237 (M-F 8-8; Sat. 9-4; Sun. 10-4 Central Time)
TADS Fax Number: 612.548.3326

Part 2: ITEMS TO BE RETURNED TO ISM (do not send these to TADS):

1. Pre-Enrollment Agreement: Intent to Apply for Need-Based Financial Aid

The Pre-Enrollment Agreement: Intent to Apply for Need-Based Financial Aid must be completed and returned to the ISM Financial Aid Office.

Note: The Pre-Enrollment Agreement does not guarantee a space in the class.

2. Enrollment Contract

An Enrollment Contract will be issued to students who meet enrollment requirements, including currently enrolled students who are also applying for financial aid.

- You may submit a completed Enrollment Contract in order to reserve a space in the class and/or take advantage of the Early Commitment Discount deadline prior to receipt of financial aid award information, however, **should there be no award of financial aid, or if the financial aid award is declined, the Enrollment Contract will be fully enforceable, including, but not limited to, all cancellation terms outlined in the Enrollment Contract, and tuition amounts will apply per the Enrollment Contract. Those who cancel the Enrollment Contract are subject to cancellation fees as outlined in the Enrollment Contract.**

The **non-refundable registration fee** is due at the time an **Enrollment Contract** is submitted.

Additional important information:

- ISM student financial accounts must be current before an award of financial aid, if any, can be made. If you have any questions about your current account, please call the ISM Business Manager at 952.918.1821.
- No financial aid award may be made until an acceptance has been offered.
- Re-application for financial aid is required each year.
- The financial aid process includes a financial need assessment as well as academic and behavior criteria. The application process can take several weeks to complete.
- There is no guarantee of a financial aid award, regardless of need.
- The Financial Aid Committee will not consider incomplete financial aid applications. Both Part 1 and Part 2 (with the exception of the Enrollment Contract) of the financial aid application process must be fully complete.

If you have any questions, please contact the ISM Admissions Office at 952.918.1840