



FINANCIAL AID INSTRUCTIONS

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, whose parents/legal guardians fulfill the requirements listed below.

Application Process:

Consideration for financial aid is dependent upon completion of **ALL** items listed below. 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 within six weeks of completion of ALL items listed below. All decisions are final. TADS does not receive this information.

APPLICATION PROCESS

1. **Apply for school admission** (For Currently enrolled families, please send an email to Chandha Duwearatchi, Business Manager at cduwearatchi@sabis.net to notify our office of your intent to apply.)
2. **Complete TADS Application**: Must be completed online at <http://www.tads.com/>

(Current Families need to complete the TADS application and submit the required documentation by April 30, 2019 to receive priority consideration)

- 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: \$42 (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.
- 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:
 - a) **Federal tax forms** (as filed, personal and businesses owned) for the immediately preceding tax year (i.e., if applying for financial aid for 2019-2020, submission of the **2018 tax forms are required**)
 - b) **Current W-2 forms** from each job held
 - c) **Pay stubs** – most recent from each job held



- d) **Documents that establish the amount of miscellaneous monthly or yearly income** received (ie., welfare, food stamps, unemployment, workers' compensation, child support, etc.)
- e) **Corporate, partnership, and trust forms** of those who own 20% or more interest in a corporation, partnership or trust
- f) **1099's**

3. Complete enrollment process within 30 days of receipt of the Financial Aid Award.

All Financial Aid awards will expire after 30 days and the applicant will have to submit a new application.

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

Important Information:

- Please note a signed Enrollment Contract is an enforceable commitment to repay the tuition amounts specified in the Enrollment Contract regardless of whether financial aid is awarded. If the signer does not receive, or declines an offer of, a financial aid award, the signer remains obligated for the full tuition amount.
- **Cancelled Enrollment Contracts are subject to cancellation fees as outlined in the Enrollment Contract.**
- The **non-refundable registration fee/deposit** is due at the time an **Enrollment Contract** is submitted.
- Existing 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.
- Financial aid awards will not be granted until the financial aid offer has been accepted by the parent/guardian.
- 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.

If you have any questions, please contact the ISM Business Office at 952-918-1821