If you are interested in applying for Financial Aid at Eastside Community School (ECS), you should begin the process as soon as you are accepted to the school. The Financial Aid (FA) process can be done at the same time as the Enrollment process for both new and returning student enrollments. Don’t put off Enrollment while you wait for your FA award amount. If you do not accept your FA award amount, ECS will refund your Enrollment Fee and Deposit, along with any prepaid and unused tuition payments, less a $100 administrative fee for processing, and release the family from any future tuition responsibility for the remainder of the school year.

# Mid-Year Financial Aid Applications

* Families enrolling mid-year may apply for financial aid.
* If the student’s planned start date is prior to the estimated completion of the financial aid process, the family will be sent a provisional tuition agreement for 10% of the pro-rated tuition for the remainder of the school year, along with the financial aid enrollment fee.
* The family should begin the financial aid application process immediately and complete their application within two weeks.
* Once the financial aid application process is complete, the family’s tuition agreement will be amended to reflect the actual grant received.

# Application Process

ECS utilizes a web-based system, built by a company called TADS, for both FA and Enrollment. Before you begin the TADS FA process, the following documents will be needed:

* 2017 federal tax return and supporting tax documentation (W2, 1099, recent paystubs, etc.)
* Utility bills
* Rent or mortgage payment information
* Debt information (credit card debt, loans, medical bills, etc.)

Below is a step-by-step process for FA applicants.

1. Go to [www.mytads.com](http://www.mytads.com) and click on Financial Aid Assessment.
2. Sign into your account or create a new account if you do not have one.
3. You will be prompted for some information to identify the school. **State=WA**, **City=Bellevue**, then find the **school name** in the list=**Eastside Community School**.
4. Check the acknowledgment box to acknowledge that you are applying for FA for the 2019-2020 school year, then click **Continue Application**.
5. TADS will provide you with instructions and lead you through the information you need to provide to complete your application.
6. TADS will require a $42 application fee before continuing with the next steps to complete and submit your application.
7. TADS will instruct you to upload the required supporting documentation. Your required documents can also be mailed to TADS if only paper copies are available. It is important that you provide all supporting documents as quickly as possible. ECS cannot begin evaluation of your application until the supporting documentation has been received in full. You will need to provide:

* Copies of all of your 2018 W2 statements (and/or 1099s if applicable)
* Your signed 2017 federal tax form(s), including all supporting schedules
* Your signed 2017 corporate tax return(s), including all supporting schedules, if you are self-employed
* Your two most recent paystubs
* 2018 Income Statement and Balance Sheet if self-employed
* Most recent official Property Value Notice for all real estate owned

*Please note* that in the case of two-household families, TADS requires that each parent/guardian submit a separate application. Financial Aid decisions are based on the combined ability of all parents/guardians to pay for tuition in such cases.

1. TADS will provide the financial aid manager with an estimated financial contribution, which will be used as the basis for determining a Financial Aid award, about two weeks after you have submitted your application and supporting documents. ECS will contact you at that time to discuss the FA award.

If you have questions about how to fill out the application, your best resource is to look first at the TADS "Help" tab on the right side of their webpage, or to contact them directly.

If you have questions about the overall process, feel free to contact Janine Cleland by sending an email to FinancialAid@eastsidecommunityschool.org or by calling 425-598-2914.