



## Paraclete High School

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*From The Desk Of:*

**John Anson**  
Principal

2021-22 School Year

Thank you for your efforts to send your child to Paraclete High School. We know it is a sacrifice but we also know the payoff, a Paraclete education, is worth the effort.

Please read this letter carefully as it explains our financial aid process. **Failure to follow these directions and failure to submit required documentation may disqualify you from financial aid consideration.**

To apply, you must:

1. Go to [www.Paracletehs.org/financialaid](http://www.Paracletehs.org/financialaid) and complete the application. **In order for any family to receive any financial aid, a completed financial aid application must be on file and completed each year.**
2. Gather and attach all requested information. **Applications returned without income information, tax returns, business income statements or any other required documentation cannot be considered. The list of required documentation is printed on the bottom of this letter.**
3. If there are special circumstances you wish to be considered, include a letter describing the circumstances.
4. Return the application and all required documentation in one email to [mfindlay@paracletehs.org](mailto:mfindlay@paracletehs.org).

The application and all supporting documentation will be reviewed by the school's financial aid committee. It is critical you provide all of the required information as incomplete application packages will be rejected. Awards are not anticipated to be announced prior to March 31, as funding sources may not be committed prior to that date.

**An application for financial aid is not a guarantee you will receive it.** Award letters will be mailed by April 2021. Please know that requests for aid usually exceed the funds available and **not all families that apply will receive assistance.**

Finally, the income guidelines listed in this packet are for the Catholic Education Foundation applicants. **I encourage anyone in need of financial aid to apply** using this application. Even if a family income exceeds the Catholic Education Foundation guidelines, they may still qualify for an award from school sources. Paraclete is committed to working with our families to bring a Catholic Education to families who desire it.

Yours in Christ,

John Anson, Principal

The documentation CEF will require is:

1. The completed application and supporting documentation **returned to** [mfindlay@paracleths.org](mailto:mfindlay@paracleths.org) .
2. Tax returns (from each parent/guardian if filing separately), with the student listed as a dependent.
3. In the case of split households, either proof of support from both parents or court ordered support documents.
4. If the parent owns a business:
  - A. Copies of all supporting tax schedules (including Schedule 1) if you have income one Line 7a of the 1040 Federal Taxes and from any of the following on Schedule 1:
    1. Business (Form Schedule 1, Line 3 – Submit Schedule C or C-EZ: Page 1, 2 & Other Expense Page).
    2. Capital Gains (Form 1040, Line 6 – Submit Schedule D).
    3. Rental Property, Partnership, Trust (Form Schedule 1, Line 5 – Submit Schedule E: Page 1 & 2).
    4. S-Corporation (Form Schedule 1, Line 5 – Submit Schedule E: Page 2, Form 1120S).
    5. Farm Income (Form Schedule 1, Line 6 – Submit Schedule F: Page 1).
5. If the parent does not have a 1040, proof of cash income is required.
  - a. Notarized Statement of Income containing a list of the members of the household and the income of all individuals within that household signed and sealed by a Licensed Notary Public
6. Any other supporting documentation to help CEF in making their decision, including:. Copies of all supporting documentation for household Non-Taxable Income including Social Security Income, CalWORKS: Welfare/TANF, Child Support, CalFresh:Food Stamps, Workers Compensation, Disability, Alimony, Section 8: Public Housing
7. Finally, if there are extenuating circumstances, such as loss of income due to COVID-19, you may provide a letter of explanation. Please include supporting documentation of any extenuating circumstances, including Dec Paycheck stubs to demonstrate loss of income (you may be asked later to provide proof of 2020 year end income, but your December paycheck stub will demonstrate to CEF your loss of income).