



# LANSING CHRISTIAN SCHOOL

Equipping young men and women to **engage** and **transform** the world for **Jesus Christ**.

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## VARIABLE TUITION

Dear Parents,

New this year we are using **SmartAid** instead of **FACTS** to process your Variable Tuition applications.

SmartAid is a major company, similar to FACTS, that processes this type of information for private schools. They are compliant with security requirements for personal information.

SmartAid will work very similarly to FACTS. However, everyone will be logging on for the first time and will need to set up a username and password with this company. Save this username and password as it will be the same every year for the Variable Tuition application with SmartAid.

**Variable Tuition** is available for families with Kindergarten through 12<sup>th</sup> graders. The application and supporting documents are **due April 16, 2018**.

We also have **Pilgrim Scholarships** available for students that will be in grades 1-12. These scholarships are based on their abilities, activities, qualities and family's financial situation. These scholarships are also due **April 16, 2018**. See the LCS website for more information and an application form.

### To access the variable tuition application:

<https://smartaidforparents.com>

### Our School ID is:

14090

Lansing Christian School

### Creating Your Account

Please visit <https://smartaidforparents.com> and create your account by entering your primary email address as your username. (Smart Aid will use this email address to contact you in the event that your application is "on hold" for missing documentation.)

Once you create your username and password, you will receive a verification email. Once you click the verification link to verify that you are the account holder, you will be able to log in using the username and password you created.

Please be advised that if you do not click the verification link that is sent to your email address, you will not be able to log in or reset your password.

### Submitting Documentation

Similar to the FACTS process, the Variable Tuition Application with SmartAid should be

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3405 BELLE CHASE WAY | LANSING, MI 48911 | 517.882.5779

[lansingchristianschool.org](http://lansingchristianschool.org)



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based off of your 2017 income and expenses. However if your 2017 return is not available we will accept your most recent return.

Documentation should be submitted at the time the application is completed. Application IDs from SmartAid must be included on all documents. Failure to include your ID will delay processing of your application. Please be advised that each document must be uploaded separately under the appropriate document type in order for your application to automatically move into the review status.

Check off the "Document Cannot be Provided" box if you are unable to provide a document. Doing so will enable your application to continue on with the review process. Email follow up will be made if missing documents are flagged as required. If you checked the "Document Cannot be Provided" box, submit a Special Circumstance Letter indicating which document(s) you are unable to provide and why.

Direct Upload: <https://smartaidforparents.com> (login with your username and password)

#### **For Assistance with the Application:**

- Contact Smart Aid Information
- Phone Support: (800) 360-8027
- Email Support: [support@smartaidforparents.com](mailto:support@smartaidforparents.com)

#### **Notification of Variable Tuition**

Once your SmartAid application is submitted, Lansing Christian School will determine your level of variable tuition based on the information you supplied. The school will notify you within 3 weeks of your submission what your variable tuition is for the 2018-19 school year.

Sincerely,

Mary K. Dunsmore, CPA  
Director of Business and Finance  
[mdunsmore@lansingchristianschool.org](mailto:mdunsmore@lansingchristianschool.org)



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## VARIABLE TUITION INSTRUCTIONS – SMARTAID - SPECIFIC

In order to provide additional guidance in the completion of the Variable Tuition application we are providing some section by section instructions.

### 1. Online Application

Visit: <https://smartaidforparents.com>

### 2. Section 1 – Household Information

Parent/Guardian: Enter the parent or guardian's contact information. Dependent: Enter all dependents that live in the household. For dependents in college, select the "attending another private school" status option.

### 3. Section 2 – Selecting A School

Enter your school's five-digit code (14090) or name in the search box. After the school has been selected, you will then need to select the upcoming grade for the student. Clicking "next" after each section will allow you to move on to each subsequent section.

### 4. Section 3 – Income & Expenses

Enter any income the household receives; employment, business or supplemental. If the work status is selected as 'employed', 'self-employed', 'unemployed, receiving benefits', or 'disabled, receiving benefits,' you will be required to enter this income source in the appropriate section before moving through the application. Please enter all expenses as they pertain to your household.

### 5. Section 4 – Assets & Debts

Enter all assets and debts as they pertain to your household.

### 6. Section 5 – Special Circumstances

Check off any special circumstance that pertains to your household. If no option available best describes your household's circumstance, please check 'other' and describe your situation. This information is confidential and will only be available to the Director of Business and Finance and Smart Aid staff.

### 7. Section 6 – Submit

Agree to Smart Aid's terms and conditions, then click SUBMIT to complete your online application.

**Please be sure to enter all fields with accuracy.**

THAT THEY MIGHT SET THEIR HOPE IN GOD. PSALM 78:7

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