

APPLICATION PROCESS FOR TUITION ASSISTANCE

Step 1: Dubuque Lutheran School Registration Required

The registration form and non-refundable registration fee must be submitted to the school office before any tuition assistance requests can be processed. Registration forms are sent home in February. They are also available upon request from the school office, or they can be downloaded from this website. (See attachment at the bottom of this page.)

Step 2: Application for Tuition Assistance from the Iowa Lutheran School Tuition Organization (ILSTO) (Iowa Residents Only):

Applications to ILSTO must be submitted by April 26. Those who register after April 1 but before September 1 should also apply to the ILSTO.

All families are *encouraged* to apply, *but all applicants for tuition assistance must apply* for ILSTO funds. Applying to the ILSTO is free. Contact the school office for an application form or go to the ILSTO website at www.iowalutheransto.org/ to complete the application form and then mail it to the ILSTO.

Any funds awarded by the ILSTO will be counted toward the total tuition assistance awarded. After applicants are told the amount of assistance they will receive from ILSTO, they may apply for additional tuition assistance from the DLS Tuition Assistance Fund.

Step 3: Application for Additional Tuition Assistance from the Dubuque Lutheran School Tuition Assistance Fund

Since all types of assistance require an evaluation of family need, an application must be filled out providing pertinent data on the parents' income, assets, liabilities, and expenses.

In addition to the application the following must be submitted:

1. A copy of the previous year's IRS forms 1040.
2. A letter of explanation if you believe you have unusual or extenuating circumstances that the DLS Tuition Assistance Fund Committee should consider.

Step 4: DLS Tuition Assistance Fund Committee Review

When the tuition assistance application is received, a letter will be sent acknowledging receipt of the application and telling you when you will hear how much assistance you will receive. The committee will review your processed

application, taking into account the amount of aid for which you qualify and the amount of funds available for distribution. The personal information you provide on your application is kept confidential within this committee. Again, any funds awarded from the ILSTO will be counted toward the total tuition assistance awarded.

Step 5: Dubuque Lutheran School Tuition Assistance Fund Committee Decision

The board of directors will vote on the recommendation of the DLS Tuition Assistance Committee. The board's treasurer will inform you in writing of the committee's decision and discuss arrangements for payment of the remainder of the tuition bill.

If you have questions, feel free to email iowalutheransto@mchsi.com or to call Dave Kelley Treasurer, at 563-451-3246 or e-mail him at treasurer@dubuquelutheranschool.com.