



1611 California Ave., Wahiawa, HI 96786 | P 808-621-6033
www.tls-hawaii.org | office@tls-hawaii.org | @tlshawaii
Rev. Stephen H. Becker, Ph.D, Pastor | Kyle D. Klemp, Principal
Focused on Excellence - Centered in Christ

December 2, 2022

Dear Parents,

Thank you for taking the time to learn about Trinity Lutheran School's financial aid. Trinity desires to provide a Christian education to any student who seeks one. We look forward to working with you through the financial aid process.

Within this packet, you will find information about Financial Aid policies and procedures, important dates, and frequently asked questions. We partner with TADS (www.mytads.com) for the handling and completion of your financial aid application. All documents submitted are reviewed with confidentiality.

If you have any questions, please contact the school office by email, office@tls-hawaii.org, or by phone, 808-621-6033.

In HIS peace,

A handwritten signature in black ink, appearing to read 'K. Klemp', written in a cursive style.

Kyle D. Klemp, Principal

POLICIES & PROCEDURES

First, the initial budget for total aid to be awarded is set before reviewing applications. The majority of aid (85%) to be awarded for the entire school year is distributed in the first round of applications. This enables the school to project the annual budget for the coming school year. The second round awards 10% of the budget and the newly added round three adds 5% of the budget to financial aid applicants.

Second, a Financial Aid Review Committee is formed. The Committee consists of two Subcommittees, each tasked with different jobs. Subcommittee members are people with no conflicts of interests to the applicants, whose identities are unknown to the applicants, and who are approved by the Principal and Pastor.

Subcommittee 1 is then tasked with implementing a fair and unbiased method of awarding 85% of the total budget allocated for financial aid awards, according to the information presented applicants' TAD reports. Applicants' identities are unknown to the Subcommittee, which uses the #1 nationally recommended method of allocating funds

Next, Subcommittee 2 is tasked with awarding up to 10% of the allocated funds to some of these same families who present special circumstances about which Subcommittee 1 was not allowed to know. Special circumstances are primarily shared in letters submitted by the applicant to TADS.

Once the entire amount of allocated funds are divided amongst the first round applicants, the Committee produces award letters, which must be picked up and signed for by a legal parent/guardian in the school office by the deadline listed in the letter. Award recipients will have up to two weeks to either accept or deny the award by signing and returning the letter. Declined awards, or unreturned letters will result in the award being forfeited so that the financial aid can be awarded to another family in need.

This same process is then repeated for round two and three, but likely with a lesser budget of allocated funds available. The aim of round two and three is to offer some aid to families who missed the first round deadline.



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If a family is unsatisfied or concerned with the amount of aid awarded, the family may appeal by submitting a letter of appeal to Mr. Klemp in a sealed envelope; the letter should outline the concern and how the Committee might better meet the needs of the family. Please note, there is not an appeals process for round three applications.

The goal of this process is to maintain a longstanding, unbiased manner in which to allocate need-based financial aid. The Committee, along with guidance and approval from the Principal, continually takes great strides to record all lessons learned from each year's process so that necessary improvements can be implemented in future years. This process has been reviewed and endorsed by the Board of Trustees of Trinity Lutheran Church & School.



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2023-2024 ENROLLMENT & FINANCIAL AID DATES-ROUND 1

DEC 2 Exclusive Early Enrollment Opens	JAN 13 Exclusive Early Enrollment Deadline	JAN 14 Open Enrollment Begins	FEB 24 Round 1, Financial Aid Deadline	APR 14 Round 1, Financial Aid Award Letters Ready	APR 28 Round 1, Award Acceptance, Declination or Appeal Letter Due	MAY 5 Round 1, Notification of Appeals Decision
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2023-2024 ENROLLMENT & FINANCIAL AID DATES-ROUND 2

APR 14 Round 2, Financial Aid Deadline	MAY 12 Round 2, Financial Aid Award Letters Ready	MAY 26 Round 2, Award Acceptance, Declination or Appeal Letter Due	JUNE 2 Round 2, Notification of Appeals Decision
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2023-2024 ENROLLMENT & FINANCIAL AID DATES-ROUND 3

JUN 30 Round 3, Financial Aid Deadline	JUL 10 Round 3, Financial Aid Award Letters Ready	JUL 17 Round 3, Award Acceptance or Declination Letter Due
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