



## TUITION ASSISTANCE APPLICATION PROCESS

### Step 1: Registration --- *January*

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 with current students, available upon request from the school office or can be downloaded from the school's website.

### Step 2: Iowa Lutheran School Tuition Organization ("ILSTO") Application --- *April*

All families are *encouraged* to apply, but all tuition assistance applicants **must** apply. Applying for ILSTO assistance is free. Contact the school office for an application or go to the ILSTO website at [www.iowalutheransto.org](http://www.iowalutheransto.org). Applications must be submitted by late April. Do NOT miss this deadline. Those who register after April 1 but before September 1 should apply to the second round of ILSTO which is awarded in early August.

### Step 3: ILSTO Award Communication --- *late May*

ILSTO awards will be shared with families in late May. If additional tuition assistance is needed, families should apply for assistance from the DLS Tuition Assistance Fund.

### Step 4: Dubuque Lutheran School ("DLS") Tuition Assistance Fund Application --- *late May*

Since all types of assistance require an evaluation of family need, an application must be completed providing pertinent data of family income, expenses, assets and liabilities. In addition to the application the following must be submitted:

1. A copy of the previous year's IRS form 1040, 1040A or 1040EZ pages one and two.
2. A letter of explanation if you believe you have unusual or extenuating circumstances that the DLS Tuition Assistance Fund Committee should consider.

The committee will review the application, taking into account the ILSTO aid received and the amount of DLS Tuition Assistance funds available for distribution. The personal information you provide on your application is kept confidential.

### Step 5: Final Assistance Communication --- *August or as soon as possible*

The board of directors will vote on the recommendation of the DLS Tuition Assistance Committee in July. The board's treasurer will inform you in writing of the committee's decision as soon as possible but no later than August 15.

If you have questions, feel free to email [deweytorkelson@gmail.com](mailto:deweytorkelson@gmail.com) regarding ILSTO or Laura Walker, DLS Treasurer, at [dubuquelutherantreasurer@gmail.com](mailto:dubuquelutherantreasurer@gmail.com).