



# Union Springs Academy

*Come SOAR With Us*

40 Spring Street, Union Springs, NY 13160  
businessoffice@unionspringsacademy.org  
(315) 889-7314 Ext. 107 – Business Manager  
Ext. 103 – Accountant  
Ext. 109 – Accountant Assistant

**YEAR**  
**2023-2024**



## FINANCIAL AID GUIDELINES

Union Springs Academy offers a variety of financial aid. Some of them are limited by the amount of funds available, deadlines, and eligibility. In order to know the options available to your student, take a couple of minutes to read this quick financial aid guideline.

Keep in mind that parents of returning students who need financial assistance for the new school year will need to reapply for financial aid. The deadlines for the Financial Aid Application are July 15<sup>th</sup> for returning students and August 15<sup>th</sup> for new students. Any Financial Aid Application received after these dates must be approved by the Business Manager of the Academy.

### Step 1

To determine if your student is eligible for any financial aid offered by our Academy, parents/guardian must submit to our Business Office (either by email or mail) the following three documents:

1. Financial Aid Application
2. Signed IRS Form 1040 from your most recent Federal Tax Return
3. Copy of the two most recent paystubs or signed letter from employer stating your monthly income

### Step 2

After receiving these documents, our Business Office will review them and determine how many scholarships your student will receive. Additional documentation or information may be needed before scholarships can be awarded. Once all information needed is in, scholarships will be awarded, and parents will be informed.

### Step 3

Once scholarships are awarded to your student, our Business Manager will contact you to let you know the remaining balance that needs to be paid by the parents. If you cannot afford the remaining balance and you need additional financial aid, we encourage you to do the following:

1. Submit a letter or email to the Business Office explaining in detail your current financial limitation and how much more financial aid you need.
2. Talk to your relatives, friends, coworkers, church members, pastor, conference administrators, etc., about your need for additional financial aid, and see what they can do to help you
3. Consider fundraising for your children on crowd platforms like GoFundMe, Facebook, etc. Share your fundraising campaign on social media and ask your friends to share it with their friends.

## FINANCIAL AID OPTIONS

Below you will find more details about each one of the financial options available at Union Springs Academy. Keep in mind that they are subject to change without notice, and the Academy shall not be liable for any modification, amount change, suspension, or discontinuance of these financial aid options.

### Other Conferences

Other Conferences and Unions of the Seventh-day Adventist Church may offer additional scholarships to students who are members in their jurisdictions. If that is your case, Union Springs Academy will assist you in contacting these institutions to check if there is any scholarship available for your student.

DO NOT SEND THIS PAGE BACK TO THE ACADEMY

## **2-Way-Plan / 3-Way-Plan**

The 2-Way-Plan is available for Adventist students from outside of the New York Conference, while the 3-Way-Plan is available only to Adventist students from within the New York Conference. Please see the "2-Way-Plan/3-Way-Plan Application" for more details.

## **Academic Merit**

Union Springs Academy holds special events throughout the year for new prospective students in which we give scholarships based on their academic performance. The most common events are the following:

1. Academy Days – Prospect students who attend this USA event can earn a scholarship based on their performance on academic and athletic tests given on a variety of subjects/sports. For A students, they get \$1,000; for B students, they get \$500, and for C students, they get \$250 in scholarship.
2. Skills Week – Prospect students who attend this USA event can earn a scholarship based on their performance on academic and athletic tests given on a variety of subjects/sports. For A students, they get \$1,000; for B students, they get \$500, and for C students, they get \$250 in scholarship.
3. 8th Grader's Graduation – A scholarship is given to 8<sup>th</sup> Graders based on their final average grade. For A students, they get \$ 1,000; for B students, they get \$ 500; and for C students, they get \$250 in scholarship.

## **Adventist Pastors Scholarship**

USA students who are planning to become pastors can get up to \$2,500 in scholarship by applying for a one-year evangelistic project with the pastor of the Union Springs Church. To qualify for this scholarship, the student must have been involved in ministry activities in his/her local church, show Christian integrity, and be a positive influence on campus. Priority will be given to senior students.

## **Financial Need Scholarship**

This scholarship is available to any student whose parents need financial assistance to afford the cost of attending USA. Eligibility for this aid is based on the debt-to-income ratio of the parents/guardians, compared to the parents/guardian income adjustment table. If expense and income information is not provided, the Academy cannot award this scholarship to the student.

Keep in mind that if a student who received this scholarship ends the school year with a credit balance, the Academy will deduct that credit from the amount given in the Financial Need Scholarship before making any reimbursements to parents/guardians. In addition, this scholarship may be reduced or forfeited if either a parent or a student does not fulfill any of their commitments with the Academy.

## **Multiple Student Discount**

Parents who have more than one student attending USA are eligible to receive this discount. If the parent/guardian has two students in the Academy, the second child is eligible to receive a \$ 100 monthly credit towards his/her tuition costs. If the parent/guardian has three or more students in the Academy, the third child, fourth child, and so on, will be eligible to receive a \$ 150 monthly credit towards their tuition costs. This discount is given in order of seniority.

## **Literature Evangelism**

Students who work as literature evangelists during the summertime before the new school year are eligible to receive a matching scholarship from USA. To qualify, the student must bring a document signed by the leader and regional director stating his/her earnings during the summer program. USA will match up to \$ 1,000 of that amount, which will be applied towards the student's bill with the Academy.

## **New / Returning Student**

New and returning students who apply to attend USA may be eligible to receive up to a \$ 1,000 discount if the registration happens by the following dates:

1. New Students: If registered by August 31<sup>st</sup>, they get \$ 1,000; if registered by September 30<sup>th</sup>, they get \$ 750; if registered by October 31<sup>st</sup>, they get \$ 500 in discount.
2. Returning Students: If registered by June 30<sup>th</sup>, they get \$ 1,000; if registered by July 31<sup>st</sup>, they get \$ 750; if registered by August 31<sup>st</sup>, they get \$ 500 in discount.

## Camp Cherokee

Students who work at Camp Cherokee during the summertime before the new school year are eligible to receive a matching scholarship from USA. To qualify, the student must bring a document signed by the camp director stating his/her earnings during the summer program. USA will match up to \$ 750 of that amount, which will be applied towards the student's bill with the Academy.

## NY Conference Constituent

Students who are members of a local SDA church within the New York Conference are eligible to receive a \$ 75 monthly discount in their tuition costs at the Academy. To qualify, the student or parent must prove that the student is a member in good standing in his/her local church. This proof can be an email or a letter from the local church clerk.

## CAREER TRAINING (STUDENT LABOR)

### Description

Career Training is a mandatory class at USA in which all boarding and day students are required to work up to eight hours (usually five hours) a week in one of the school's departments (cafeteria, dorm, registrar, etc.) to earn both a grade and money. The number of working hours for each student will be based on how much they are supposed to earn during the school year, but it will never exceed the maximum number of hours allowed by NY State law.

As a class, students will be graded based on their job performance. A bad grade will affect the students' final GPA, which will affect his or her eligibility for honors, school privileges, scholarships, etc. As a job, students will earn a salary that will be posted in the student's account every month to pay down their own tuition with the Academy.

### Benefits

Union Springs Academy believes that work is an integral part of education because students can:

- Form good work habits.
- Provide constructive use of free time
- Learn time management skills.
- Learn how to manage finances effectively.
- Provide networking possibilities.
- Gain useful, marketable skills
- Instill confidence
- Develop responsibility and independence

### Earnings

Each student can earn up to US\$ 2,000 during the school year. Salary is based on NY minimum wage, which is US\$ 12.50 per hour in 2021. Earnings are credited to the student's account on a monthly basis. In case a student does not earn the amount committed to be earned in the Financial Contract, the parents of such a student are responsible for paying the difference.

### Required Documents+

The NY State requires students who work for their schools to fill out two forms: i9 and w4. Form i9 is used to verify the identity and employment authorization of individuals hired for employment in the United States. Form w4 is required so that the employer can withhold the correct federal income tax from the student's pay. In addition, we need a copy of both the student's social security card and another form of identification (State ID, Birth Certificate, Passport, etc.) Students who are 13 or younger are not eligible to work.

### Job Selection

USA offers jobs for our students in various departments of the school (cafeteria, maintenance, dormitory, etc.). Students will be assigned to a job by the Business Manager based on grade level, skills, and previous year's performance. Students cannot change jobs without the approval of their current supervisor and the Business Manager.

Students who have special medical conditions that prevent them from doing a specific type of job will be placed in a job that will be safe for them. Parents need to inform the Business Office in writing about the student's special health condition before the first day of class so we can properly choose a safe job for the student.

## Performance

Students are expected to work the hours assigned to them by their supervisors. Students must sign in and sign-out for work using a time-card provided by the Business Office. This time card will be dated, signed, and delivered to the Business Office by the department supervisor every Monday for payment processing.

If a student is not performing his or her job properly (not showing up to work, being late, being lazy, etc.) USA will put in place the following three levels of correction to help the student improve his or her performance:

1. The supervisor will talk to the student about his/her underperformance, and a plan of action will be put in place with a time frame for the student to show evidence of improvement.
2. If the student continues to underperform, the Business Office will call his/her parents to discuss the problem and find a solution. Another plan of action with a time frame will be given to the student to show improvement.
3. If the student continues to underperform, the student may lose privileges and/or financial aid.

If the job performance of the student remains unsatisfactory after all of these correction measures, USA may not allow the student to be a boarding or day student anymore. The student may continue to attend USA as an online student.

## Labor Commitment

Student labor is one of the items in the Financial Contract that parents are required to sign at the beginning of the school year. Regardless of the amount committed by the student to be earned in labor during the school year, the parents are ultimately responsible for paying for the student's tuition, including the amount not earned in labor by the student. USA makes no guarantee regarding the monthly amount a student will earn in their job at the Academy. Their income will largely depend upon their availability and job performance.

## Weekend Work

Boarding students are required to work at least four weekends during the school year in the cafeteria. For parents who do not feel comfortable having their children being paid for their work on Saturday (Sabbath), please communicate your decision to the Business Office to not pay your student for hours worked on that day.

## Conflict with Academic Work

When students have a conflict between work and academic activities (choir trip, soccer game, tutoring, etc.), they must notify their work supervisor at least 48 hours in advance. When students are ill and cannot work, it is the student's responsibility to notify the work supervisor as well.

It is also the responsibility of the students to keep their parents and their work supervisors informed if they are not being assigned the number of work hours necessary to reach their labor amount committed to be earned during the school year as reflected in their Financial Contract.

## FREQUENTLY ASKED QUESTIONS

- *Is my Financial Aid application confidential?*  
All applications for financial aid are held in confidence throughout the application process. Only the Business Manager, the Finance Committee, and the Dean of Admission have access to the applications.
- *Can my family afford Union Springs Academy?*  
The Business Office at Union Springs Academy works to meet your family's needs. Using a need-based analysis, we determine what your family can afford, taking into account such important factors as income, assets, cost of living, family size, and siblings in tuition charging schools. Our calculation allows us to be generous and makes Union Springs Academy a possibility for 75% of our applicants. Around 75% of our students receiving financial aid come from households with a total income of less than \$ 125,000.
- *How much assistance will my family receive?*  
Every family has its own set of financial circumstances. We review each case and consider all factors to make sure that our grant amount is fair and equitable. The below chart may help to give you an idea of what financial aid looks like at Union Springs Academy for families that qualify for assistance.
- *Will applying for financial aid affect my child's chances of admission?*  
Decisions regarding admission to Union Springs Academy and decisions about financial aid eligibility are made independently by two separate committees. All families who are interested in financial aid are encouraged to apply. For nearly 75% of our candidate families, applying for financial aid is a normal part of the admission process.

- *Does Union Springs Academy have any merit scholarships for which I can compete?*  
Yes. There is financial aid available for students who show outstanding academic performance. Awards are given at 8<sup>th</sup> graders' graduations, Academy Days, Skills Week, and other events of the Academy.
  
- *Does Union Springs Academy award financial aid to students from foreign countries?*  
Yes, international students are eligible to receive financial aid.