

**FIRST BAPTIST ACADEMY  
INSTRUCTIONS FOR COMPLETING FINANCIAL AID PACKET  
2019-2020 School Year  
(New Students)**

1. Go to the School's website at [www.fbahouston.org](http://www.fbahouston.org).
2. Navigate to the *Financial Assistance* section under the *Admissions* tab.
3. From here, you click on the "FAST" link button to start the application process. The application process is self-guided. You may navigate in and out of the program allowing you to partially complete an application and go back to it at another time. Online e-mail and a 24/7 helpline is provided. Please be sure and save your username and password somewhere safe as it will not be saved during the on-line registration process.
4. The charge for the application is \$45.00 and can be paid by Visa or MasterCard or American Express at the end of the session. If you do not have a credit card, or cannot budget the fee, please call Mary Torregrossa at First Baptist Academy for assistance.
5. Financial Aid applications for new students must be completed by **Sunday, February 17, 2019**. *Please use your 2017 tax return for the on-line application. After completing the online application you will be required to mail your 2017 federal tax return and 2018 W-2. You must mail your 2018 federal tax return by May 1. Mail all to the following:*

FAST Processing  
ISM  
1316 North Union Street  
Wilmington DE 19806-2594
6. A limited number of pre-addressed envelopes are available in the Admissions Office at First Baptist Academy. If you choose to use your own materials, it is essential to add "First Baptist Academy" under your name and address on the return address portion of the envelope. Failure to do so will delay your financial aid application.
7. ***The online submission deadline for all applications is February 17, 2019. After this deadline you may contact Mary Torregrossa to determine if funds are still available.***

***The Financial Aid Committee of First Baptist Academy reviews each request for financial aid. Financial Aid grants are reviewed on a need basis and are not guaranteed from year to year. New applicants to FBA must complete the entire application process prior to the review of the financial aid application.***