



# INSTRUCTIONS FOR COMPLETING FINANCIAL AID PACKET 2023-2024 SCHOOL YEAR

## RETURNING STUDENTS

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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. 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 email 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 online registration process.
4. The application fee is \$45.00 and can be paid by Visa, 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 the Business Office for assistance.
5. Financial Aid applications must be completed by **January 15, 2023**. Please use your 2021 Federal Tax Return for the online application. After completing the online application, you will be required to upload or mail your 2021 Federal Tax Return and 2022 W-2. Additionally, you must upload or mail your 2022 Federal Tax Return by May 1. Mail all to the following:  
FAST Processing ISM  
1316 North Union Street  
Wilmington, DE 19806-2594
6. 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 January 15, 2023.** After this deadline, you may contact Katrina Lee to determine if funds remain 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.