



INSTRUCTIONS FOR TA APPLICATION

The following are the steps for the WIWS Tuition Assistance application.

If you need assistance please contact TADS support directly at 1-800-477-8237 or contact Victoria Brown, WIWS Business Manager.

Support hours at TADS are: Mon–Fri 7–8, Sat 9–4, Sun 10–4 Central Time zone (online support is available via LiveChat during those hours as well support by phone).

Outside of the posted hours TADS support can be contacted by **Email:** support@tads.com.

- 1. Create an account and complete the electronic application at www.tads.com by April 1, 2016. There is a \$34 processing fee for this application.** Completing an application does not guarantee an award.
- 2. Scan & upload or fax (Fax: 612.548.3326) forms to www.tads.com no later than 5 days after completion of your online application.** We do not receive your application from TADS unless it is complete.
- 3. Once TADS has responded to the school with your completed application, your application will be reviewed by the TA Committee.** You may receive a call or be contacted by a member of the TA Committee with additional questions.
- 4. Awards will be communicated by April 30, 2016.** Once you accept your award it can be added to your tuition agreement/enrollment contract.
- 5. Re-enrollment fees (\$150/family) are waived for families that have completed contracts and have paid the Class Supply Fees for 2016-17 by May 15, 2016.**

Due to limited TA funds reenrolling families who complete their application after the **deadline** cannot be guaranteed awards for the 2016-17 school year.

The TADS will not process your TA request until you complete your application and submit all required documents. The school will not be notified of your application for consideration until it is completed.