COUNCIL OAK MONTESSORI SCHOOL

Financial Aid Application Instructions (ISM FAST)

Council Oak Montessori School (COMS) offers tuition assistance to eligible families. Tuition assistance is a reduction of tuition based on a family's demonstrated ability to pay and available financial aid funds.

All families requesting tuition assistance must apply through the **ISM FAST** online application system.

Step 1 – Access the FAST Application

1. Email the school to request the application (office@counciloakmontessori.org).
2. Follow the emailed instructions to create an account or log in to the FAST portal.

The FAST application is administered by Independent School Management (ISM). FAST collects and analyzes financial information and provides a confidential financial need assessment to the School.

Step 2 – Complete the Online Application

Families must complete the FAST online application in full and submit all required information. The FAST submission serves as the School's financial aid application.
You will be asked to provide detailed financial information, which may include:

- Most recent federal income tax return (Form 1040 and schedules)
- W-2 and/or 1099 forms
- Documentation of additional income (if applicable)
- Information regarding assets and liabilities
- Business tax returns (if self-employed)
- Any other documentation requested by FAST or the School

All information submitted through FAST is treated as confidential.

Step 3 – Submit Required Documents

Upload all required supporting documentation directly through the FAST portal as instructed. Incomplete applications may delay review or result in an inability to make an award determination.

Step 4 – Application Deadlines

Financial aid applications should be submitted by the deadline published on the COMS website each year.
Applications may be reviewed on a rolling basis until available financial aid funds are committed.

Review and Award Determination

- FAST provides a confidential financial analysis to COMS.
- Financial aid decisions are made by the School based on:
    - The family's FAST application and supporting documentation,
    - The School's financial aid guidelines, and
    - Available financial aid funds.

All awards are for one academic year only. Families must reapply annually.
If there is a significant change in financial circumstances during the school year, families may request reconsideration and may be asked to provide updated documentation.

Questions

For questions about the financial aid process, deadlines, or required documentation, please contact:

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