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Downloadable Workbook
Downloadable User Guide



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Financial Aid Application

The Point School

IMPORTANT! If this is not the school you are applying to, go to your school's homepage and click on the FAST logo.

[START APPLICATION](#)

[RESUME APPLICATION](#)

Returning Families Deadline - 02/27
New Families Deadline - 11/04

How to Get Started Guide

FAST Opening Page

Navigation Bar

Use the navigation bar to move back and forth through the application.

Paper Worksheet

If you want to pre-fill out this application, download a paper copy, complete with Help Bubble information, [here](#).

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Start Here

If you are divorced or separated, please read special instructions on page 4 first.

Log In

Once you have created your application as a new user, click here. You will land on a screen where you can log back into the application using your username and password. If you have been designated Family 2, you also begin here. Use the username and password given to you in the e-mail to log in.

FAST Help: help@ismfast.com or 1-877-326-FAST. Call Center hours are 24/7/365.

Welcome to FAST™ – Financial Aid for School Tuition

Your school has chosen **FAST—Financial Aid for School Tuition** powered by ISM®—to process your financial aid/bursary application. FAST is an online program that works in your computer's Web browser. In order to use FAST, you will need Internet access. If you do not have a computer, public libraries usually have online computers available, or you may contact the school and request to use a computer there.

The Application

You reach the application by going to your school's Web site (typically on the Admission or Financial Aid page) and clicking on the FAST link. The link will look similar to the icons below. Each question in the application has a **Help Bubble** to explain what is required for that answer. A paper worksheet for the application with a list of all the Help Bubbles is available by clicking [Downloadable Worksheet](#) located on the gray navigation bar on the opening page.



Canadian Tax Forms

- ▼ Most recent federal forms
- ▼ Copies of all supporting tax schedules
- ▼ T-slips (such as T4, T4A, T3, T5)
- ▼ Business—T2125
- ▼ Fishing/Farming – T2121, T2042
- ▼ Rental Property – T776
- ▼ Corporation – Latest Financial Statements prepared by auditors
- ▼ Partnership – L122, Schedule 4 (Part III), T5013 or T5013A
- ▼ Trusts – T1142 if applicable

Household Information

- ▼ Year-end statement from your mortgage holder
- ▼ Bank statements
- ▼ Brokerage statements
- ▼ Insurance costs for home, life, auto, and health
- ▼ Utility information
- ▼ Medical records and expenses
- ▼ Retirement account information

FAST Help: help@ismfast.com or 1-877-326-FAST. Call Center hours are 24/7/365.

Deadlines

Deadlines are established by the school. Please pay attention to the deadline given, and remember: With financial aid/bursary applications, earlier is always better.

Documentation

Your school will tell you which documents to send and where, but be prepared to send, at a minimum, a complete copy of your Federal Income Tax Return, all supporting T-slips and schedules, your Federal Notice of Assessment, and in case of incorporation, the latest Financial Statement prepared by your auditors.

Letter/Agreement

In this section, you may write a letter if you feel there are special circumstances that should be considered. At the end of this section, you will also be asked how much you are able to pay toward your child's education.

Your application is delivered to the school once the filing fee has been paid.

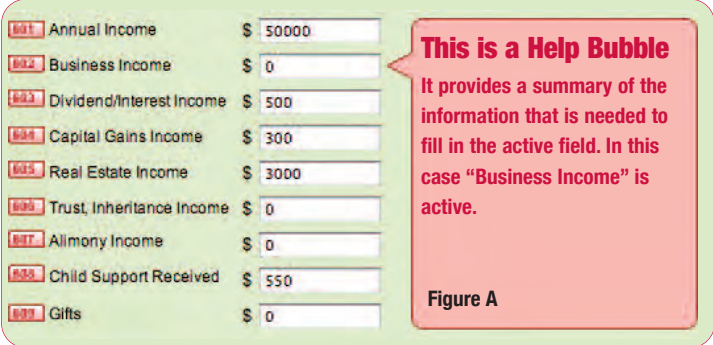
Payment

To complete your application, make a payment by Visa or MasterCard. Your school will tell you how much the filing fee is. If

you do not have a Visa or MasterCard, you may pay the school directly and the school will issue a voucher number to use in place of a credit card number.

Help Bubbles

They provide a summary of the information that is needed to fill in the active field. In the case below "Business Income" is active.



The image shows a screenshot of a tax form with various income categories and their corresponding amounts. A red callout bubble points to the 'Business Income' field, which is currently set to \$0. The bubble contains the text: 'This is a Help Bubble. It provides a summary of the information that is needed to fill in the active field. In this case "Business Income" is active.' Below the bubble is the label 'Figure A'.

601	Annual Income	\$ 50000
602	Business Income	\$ 0
603	Dividend/Interest Income	\$ 500
604	Capital Gains Income	\$ 300
605	Real Estate Income	\$ 3000
606	Trust, Inheritance Income	\$ 0
607	Alimony Income	\$ 0
608	Child Support Received	\$ 550
609	Gifts	\$ 0

School-specific Questions

The school to which you are applying may have chosen to use this option to gather additional information. If there is no text in this area, the school has decided not to ask any questions and you can go

to the next section. **Note:** If you need help with the school-specific questions, please contact the school. The FAST Call Center will not be able to clarify these questions for you.

Time to Complete

When you sign on as a new user, you will be asked to create a **username** and **password** so that you can log in and out of the program as needed. You do not have to complete the application in one sitting.

Preparing to fill out this document takes about as long as preparing to file your taxes. In order to complete this form, there are a number of financial records you will need. The application itself should take about 45 minutes.

Frequently Asked Questions

What happens after I have completed the application?

Your information is immediately calculated and the recommended award is made available to the school. However, awards may not be made until all applications are in, and awards are often contingent upon the funds available and the number of families requesting assistance. Your school will notify you directly about its financial aid/bursary decision.

What if I don't understand how I should answer a question?

When you click on a field, there is a **Help Bubble** (as seen in Figure A) to explain what information is needed for that field. A summary of that information is listed in the downloadable worksheet on the Navigation bar. If you still have questions, contact our Call Center at 1-877-326-FAST (3278). If you are still not sure if you are including the appropriate information, write a short note to the school in the space provided at the end of each section.

Who can see my information?

Authorized personnel at the school to which you are applying and FAST employees who need to handle your application are the only ones with access to your records.

What if I make a mistake?

If you make a mistake before you have checked the **Accept** box at the end and before you have paid the filing fee, just go back and make the changes. Nothing is final until you have paid. If you discover an error after you have paid, you can log in to your account, where you can request a change. This request will go directly to the school, where financial aid personnel have the ability to go into the program and revise your entry. Our Call Center does not have access to your file and cannot make a change for you.

FAST Help: help@ismfast.com or 1-877-326-FAST. Call Center hours are 24/7/365.

Special procedures for divorced or separated parents

If you are divorced or separated, each parent needs to file a separate but linked application. In order to do this, we ask that one parent begin the process by clicking on the **Start Application** button on the opening page. From now on, you will be referred to as **Family 1**. This designation has no significance with respect to financial responsibility. It only indicates who initiated the application.

After answering a few questions about family structure and custody, you will be asked to provide an e-mail address for the other parent, who then becomes known as **Family 2**. If there is no other parent living, or if there is a reason why the other parent can't be contacted, please explain in the box provided.

If you have been designated Family 2, you will receive an e-mail with a link, a confidential username and a password. **Family 1** does not have access to your username and

password. Click on the link, and enter the username and password. This ensures that the applications from both parents will be appropriately linked.

There is only one fee for both applications. It is up to you to decide who will pay. The **Application Status** page displays which sections have been completed by each family. Payment will not be possible until both **Family 1** and **Family 2** have completed their applications.

If **Family 2** does not respond to the initial e-mail, it is possible for **Family 1** to re-send the e-mail by clicking on the **Account Settings** link on the gray Navigation bar and following the instructions.

FAST Help: help@ismfast.com or 1-877-326-FAST. Call Center hours are 24/7/365.

I filled in most of the page before I quit, but when I went back into the program the information was gone. What happened?

FAST only saves information from completed sections. If, for example, you are working on Income, you need to complete the entire section in order for that information to be saved.

What are the accepted payment methods?

We accept Visa and MasterCard. If you do not have either of these cards, you may contact your school to obtain a payment voucher to use in place of a credit card.

Will I be spammed?

Absolutely not. Your e-mail address will never be shared with anyone but the school to which you are applying.

I don't have a computer or an e-mail address. Now what?

Most libraries have computers with Internet access available for use. If this is not practical, please ask the school if you may use a computer there. Before you start the application, you will need an e-mail address. Yahoo, G-Mail and Hotmail offer free e-mail service. You can get to Yahoo at www.yahoo.com, Hotmail at www.hotmail.com and

Gmail at www.google.com. Follow the directions for setting up a new e-mail account.

I need to explain something about some of the numbers. How do I do that?

There is a box at the bottom of every page where you can type in explanations about the numbers you are reporting.

Help

Help is only a phone call or e-mail away.

E-mail: help@ismfast.com

Phone: 1-877-326-FAST

Call Center hours are 24/7/365

We would be interested in hearing from you about how we can improve this service.

Thank you for using FAST, powered by ISM.

FAST Help: help@ismfast.com or 1-877-326-FAST. Call Center hours are 24/7/365.



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Independent School Management

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