

Tuition Assistance Process

1. Visit broadwateracademy.org/tuition-assistance/.

2. Click on the FAST link.

3. Create a username and password.

FAST requires that you create a new username and password each year.

4. Fill out the online FAST application.

If you have all of your tax information handy, the process should take 45 minutes - 2 hours. For questions, please contact FAST at 1-877-326-FAST (3278) or help@ismfast.com. Representatives are available 24/7/365. Broadwater covers the FAST application fee.

5. Upload or mail in supporting tax documents.

The system will request specific tax documents. You can either mail them in or upload them. If you choose to mail your documents, address the envelope to:

ATTN: FAST Processing
Independent School Management
1316 North Union Street
Wilmington, DE 19806

Broadwater has pre-addressed envelopes for your convenience.

6. Receive your Tuition Assistance decision letter.

After your application has been verified by FAST, you will receive by both mail and email a letter from Broadwater Academy with your Tuition Assistance award amount detailed. The process takes 2-6 weeks. To appeal the decision, log-in to your FAST account, click on "appeal," and explain your reasoning.

7. Sign your Continuous Enrollment Agreement.

To secure your Tuition Assistance award and/or scholarship award, sign your child's Continuous Enrollment Agreement by the deadline.

Current families deadline: December 15, 2018

New families deadline: March 1, 2019

For questions about the FAST application process, contact

1-877-326-FAST (3278) help@ismfast.com

Representatives are available 24/7/365. Broadwater covers the FAST application fee. Broadwater staff members are also available to provide computers and assistance by appointment. Contact Sheila Sheppard, Director of Admissions, ssheppard@broadwateracademy.org, 757-442-9041 ext 120, or Julie Badger, Assistant Head of School and CFO, jbadger@broadwateracademy.org, 757-442-9041 ext 199.