Applicant Checklist

Please remember to provide all the following information to avoid processing delays.

If you are:

A student who is currently enrolled in college and receives Grants, Scholarships and Awards:

A_____ $299 Deposit for enrollment in an eligible program (see p. 3). Please enroll with an advisor at 1-800-KAP-TEST or via chat on www.kaptest.com prior to submitting your application. DO NOT SEND PAYMENT WITH APPLICATION

B_____ Tuition Assistance Application

C_____ Personal Statement

D_____ Fin. Aid Awards – Grants/Scholarships/Awards Only

***OR***

A student who does not receive Grants/Scholarships/Awards or if you are a Non-Student:

A_____ $299 Deposit for enrollment in an eligible program (see p. 4). Please enroll with an advisor at 1-800-KAP-TEST or via chat on www.kaptest.com prior to submitting your application. DO NOT SEND PAYMENT WITH APPLICATION

B_____ Tuition Assistance Application

C_____ Personal Statement

D_____ 2010 U.S. Tax Return

E_____ 2010 State Tax Return

F_____ US 2010 W-2 Form (or W2 equivalent), Canadian 2010 T4 Form (or T4 equivalent)
G_____  Last 2 Payroll Stubs (for each position held); or Determination Letter for government benefits and last pay stub

H_____  Last 2 Bank Account Statements (for each account held)

Spouse or Parent/Guardian (if you live with them or they pay for your expenses, you must also provide their information)

I_____  2010 U.S. Tax Return

J_____  2010 State Tax Return

K_____  US 2010 W-2 Form (or W2 equivalent), Canadian 2010 T4 Form (or T4 equivalent)

L_____  2 Payroll Stubs (for each position held); or Determination Letter for government benefits and last pay stub

M_____  Last 2 Bank Account Statements (for each account held)
Program Overview
Kaplan’s Tuition Assistance program is designed to ensure that people who have financial difficulties can still take advantage of Kaplan’s world class test preparation services. Kaplan provides tuition discounts to be applied towards Kaplan’s test preparation programs for a limited number of individuals who adequately demonstrate financial need. Though we do attempt to offer this privilege to as many people as possible, not everyone who applies will receive assistance. All discounts are at Kaplan’s discretion and we reserve the right to deny Tuition Assistance discounts for any reason at any time without notice. For those who do not qualify for a discount, you may still be able to take advantage of our Anywhere and On-demand courses that are great lower cost options. Speak to one of our advisors or visit our website for more information on these options at www.kaptest.com

Eligibility & Terms
1. All full-tuition test preparation school entrance exam courses (except Tutoring, Summer Intensive Programs, and some Pre-College courses) in the United States and Canada are eligible for tuition assistance. Test preparation courses for licensing examinations (medical, nursing, and law) are not eligible for Tuition Assistance.
2. Applications must be received three weeks prior to allow for the start of your course to allow for complete processing.
3. Expired enrollments are not eligible for Tuition Assistance.
4. The level of the Tuition Assistance discount offered will vary, between 0% - 50% of course tuition, depending on several factors including, but not limited to, the level of need, personal statement, available funds and the number of applicants.
5. Applicants with an ‘Annual Household Income’ below the following limits based on the number of ‘Persons in Household’ will be considered for Tuition Assistance:

<table>
<thead>
<tr>
<th>Persons in Household</th>
<th>Annual Household Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$25,000</td>
</tr>
<tr>
<td>2</td>
<td>$30,000</td>
</tr>
<tr>
<td>3</td>
<td>$35,000</td>
</tr>
<tr>
<td>4</td>
<td>$40,000</td>
</tr>
</tbody>
</table>

6. Awarded Tuition Assistance discounts are valid for six months and may not be combined with any other discount.
7. Tuition Assistance discounts available to US and Canadian Citizens and lawful permanent residents only.
8. Only one (1) Tuition Assistance discount may be applied per year and per eligible student.
9. All Applicants must put down a $299 refundable deposit on the eligible class of interest by calling 1-800-KAP-TEST or via chat on www.kaptest.com. *Please note that the full refund is not guaranteed if the applicant begins taking the course.
10. Applicants who are not awarded Tuition Assistance from Kaplan may qualify for a SLM loan: Visit: https://opennet.salliemae.com/OpenNetSplash.html for more information.
Submission Options:
Applications may be submitted by:
- Email: TuitionAssistance@kaplan.com
- Fax: 212.954.5038
- Mail: Kaplan Test Prep & Admissions, 1 Liberty Plaza, 24th Floor, Attn: Tuition Assistance, NY, NY 10006
(Mailed applications may experience delays.)

*Applications cannot be hand delivered to this address.

Course Eligibility:
Please check the table below to ensure that your intended course is eligible for a Tuition Assistance Discount. Submitting a request for an ineligible course will result in a denied application.

<table>
<thead>
<tr>
<th>Eligible Courses</th>
<th>Ineligible Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>- All Comprehensive GRAD courses including GMAT, GRE, LSAT, MCAT, DAT, OAT, &amp; PCAT</td>
<td>- All USMLE and Medical Licensure program courses</td>
</tr>
<tr>
<td>- College Prep Advantage courses for SAT</td>
<td>- All NCLEX Licensure program courses</td>
</tr>
<tr>
<td>- All GMAT, GRE, LSAT, MCAT, PCAT, DAT and OAT On-Demand courses $499 and above.</td>
<td>- All Supplemental Courses</td>
</tr>
<tr>
<td></td>
<td>- All other On-Demand Courses</td>
</tr>
<tr>
<td></td>
<td>- All Bar Review courses</td>
</tr>
<tr>
<td></td>
<td>- All Summer Intensive Courses</td>
</tr>
<tr>
<td></td>
<td>- All Tutoring</td>
</tr>
</tbody>
</table>

Application Review Timeline
- Incomplete applications are not eligible for a discount and will not be reviewed until all the required documents are received.
- Applicants will be contacted within 72 hours verifying that their application was received. If you have not received notification within that time frame, please email tuitionassistance@kaplan.com to confirm that your information was received.
- Please be sure to provide all requested information. Applications will be closed if the requested information is not provided within 10 business days of notification.
- Review of completed applications can take up to 15 business days; therefore, they must be received 15 business days prior to the course start date.
- If you have failed to submit a completed application for your requested course before the course begins, you will be denied a discount towards that requested course.
- Please ensure that the course you are requesting is eligible before applying for Tuition Assistance by using the “Course Eligibility” table above.

Any questions? Email TuitionAssistance@kaplan.com
• It is recommended that tuitionassistance@kaplan.com is added to your approved sender’s list and that your email is checked daily. We will send updates on your status and course information to the email address you provide on the form.

**Application Requirements**
A completed application will consist of the following required documents:

<table>
<thead>
<tr>
<th>Student Eligibility Verification (if receiving Scholarships/Grants/Awards)</th>
<th>Students not receiving financial awards or Non-Student Eligibility Verification</th>
<th>Alternate Information you should supply if you have had changes in employment or are missing either B or C ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>$299 Refundable Deposit for enrollment</td>
<td>$299 Refundable Deposit for enrollment</td>
<td>Please remember that we are trying to verify your Annual Household Income for the most recent two year period.</td>
</tr>
<tr>
<td>Tuition Assistance Application (Pages 6 – 8 of this document)</td>
<td>Tuition Assistance Application (Pages 5 – 7 of this document)</td>
<td>Other acceptable documents include:</td>
</tr>
<tr>
<td>Personal Statement: A typed letter, 500 words or less, explaining your financial situation, your educational background and goals</td>
<td>Personal Statement: A typed letter, 500 words or less, explaining your financial situation, your educational background and goals</td>
<td>e. Employment Verification from your current employer stating the dates of employment and current salary.</td>
</tr>
<tr>
<td>Financial Aid award letters or other documents indicating the total amount of grants or scholarships for the current school year (excluding loans) and your Cost of Attendance.</td>
<td>a. U.S. and State Income Tax Returns OR Canadian Tax Return (Required)</td>
<td>f. Employment Verification from your past employer stating the dates of employment and Year-To-Date earnings for the year(s) in question.</td>
</tr>
<tr>
<td></td>
<td>b. US W-2 form OR Canadian T4 form OR Equivalent of either</td>
<td>g. Letter of Determination for SNAP (food stamps), Medicaid/Medicare, or Section 8 benefits</td>
</tr>
<tr>
<td></td>
<td>c. 2 Payroll Stubs for each job in the current year [OR 1 Unemployment Statement and Final Payroll Stub(s)] OR See Alternate Information]</td>
<td>*We may contact you for other official documentation to assist us with understanding your current financial situation.</td>
</tr>
<tr>
<td></td>
<td>d. 2 Bank Account Statements (transactions included) for each bank account</td>
<td></td>
</tr>
</tbody>
</table>
A. Personal Information

Name: _____________________________________________________________

Address: ___________________________________________________________________

City: _____________________     State: ___________     ZIP / Postal Code: ___________

Phone (home): ________________________________     Phone (work / cell): ______________________

Email: _____________________________________ (*Please add us to your email list of safe senders and ensure that this email address is checked daily. We will send updates on your status and course information to the email address you provide on the form.)

Status: ___ I am currently a student    ☐ Name of high school, college or university:

____________________________________________________________________________

___ I am not currently a student and live with

    ___parent(s) or ___spouse

___ I am not currently a student and do not live with parents or a spouse
B. Kaplan Course Information (*Required)
Program of Interest (SAT, GMAT, for example): ________________________
Class code: ____________________________
Start date: ____________________________ Anticipated exam date: _______________________

C. Applicant Financial Information (*Required)
Income Tax Return
1. Total exemptions (Form 1040: Line 6d; Form 1040EZ: Enter 1) 
   __________
2. Adjusted Gross Income (Form 1040: Line 37; Form 1040EZ: Line 4 or Canadian Tax form) 
   __________
3. Estimated Annual Income for Current Calendar Year (Provide breakdown in A – E)
   A. Wages, Salaries, Tips (Applicant) 
      __________
   B. Wages, Salaries, Tips (Spouse) 
      __________
   B. Unemployment Compensation: (Applicant) 
      __________
   B. Unemployment Compensation: (Spouse) 
      __________
   C. Untaxed income and benefits: (Applicant) 
      __________
   C. Untaxed income and benefits: (Spouse) 
      __________
   (Includes US Social Security, AFDC, ADC, child support, etc. OR Canadian Old Age Security, Income Assistance, etc.)
   D. Combined interest and dividend income 
      __________
   E. Other income 
      __________
   F. TOTAL INCOME (Add lines A – E) 
      __________
4. Personal (and spouse) Asset Information
   A. Cash, savings and checking account(s) 
      __________
   B. Real estate (estimated value) 
      __________
   C. Investments (estimated value) 
      __________
   D. Value of any business interests 
      __________
   E. TOTAL ASSETS (Add lines A – D) 
      __________

D. Family Information
Does anyone claim you as a dependent on their Income Tax Return or are you currently living with a parent or guardian? ___ Yes ___ No (if Yes, Please complete part E)
E. Parent Financial Information (*Required if applicant is claimed as a dependent or living with a parent or guardian)

Parental Income Tax Return
1. Total exemptions (Form 1040: Line 6d; Form 1040EZ: Enter 1) __________
2. Adjusted Gross Income (Form 1040: Line 37; Form 1040EZ: Line 4 or Canadian Tax form) __________
3. Estimated Annual Income for Current Calendar Year (Provide breakdown in A – E)
   A. Wages, Salaries, Tips (Parent 1) __________
      Wages, Salaries, Tips (Parent 2) __________
   B. Unemployment Compensation: (Parent 1) __________
      Unemployment Compensation: (Parent 2) __________
   C. Untaxed income and benefits: (Parent 1) __________
      Untaxed income and benefits: (Parent 2) __________
      (Includes US Social Security, AFDC, ADC, child support, etc. OR Canadian Old Age Security, Income Assistance, etc.)
   D. Combined interest and dividend income __________
   E. Other income __________

F. TOTAL INCOME (Add lines A – E) __________

4. Parental Asset Information
   A. Cash, savings and checking account(s) __________
   B. Real estate (estimated value) __________
   C. Investments (estimated value) __________
   D. Value of any business interests __________
   E. TOTAL ASSETS (Add lines A – D) __________

F. Accuracy of Information

I represent that all of the information and supporting documentation provided is true and accurate. I hereby authorize Kaplan and its representatives to verify the information provided herein with the appropriate agencies/authorities and authorize any such entities and authorities to provide relevant information to Kaplan solely for the purpose of this application. I understand that failure to provide accurate information may lead to revocation of tuition assistance and, in the case of willful misstatements, may result in legal action against me.

Signature: ___________________________________________ Date: ___________