



## TUITION ASSISTANCE POLICY

### Philosophy

Spring Garden Waldorf School (SGWS) is committed to providing tuition assistance to qualified families, based on its ability to do so.

Assistance in the form of *tuition reduction* is provided on the basis of need, which is determined by comparing the income and resources of applicants against their assets and liabilities. It is our expectation that parents applying for tuition assistance will first thoroughly assess their financial status and will turn to other sources before requesting tuition assistance from SGWS. Please know that, while it is our aim to make the possibility of a Waldorf education a reality for as many students as possible, our ability to do so is limited and, as a result, parents must be prepared and able to shoulder the majority of their tuition obligation.

### Application Process

Those interested in applying for tuition assistance will go through the following process:

1. Set an appointment to meet with the Finance Director, who will review the school's philosophy and policy for tuition assistance. During this meeting, parents will also be informed of alternative ways to fund their child's education. If the parents and the Finance Director determine that an application for tuition assistance is appropriate, the Finance Director will review the requirements of the application with the parents.
2. Submit an application online to FACTS. The application will include:
  - a. A cover letter outlining the reason for the request for tuition assistance and any unusual circumstances not evident in the financial documents or application.
  - b. Signed copies of all pages and schedules of the previous year's federal, state, and city tax returns for both parents.
  - c. Transcripts of tax returns for two years previous to the most recent.
  - d. All W-2 and/or 1099 and/or business tax returns.
  - e. Copies of two most recent pay stubs for each parent.
  - f. Application fee.

## **Guidelines**

General guidelines for tuition assistance include the following:

1. All applications must be submitted by the deadline. Any application that is late will be reviewed by the Tuition Assistance Committee after all applications that were turned in on time have been reviewed. If there are remaining funds at the end of this process, the committee will review remaining applications in the order that they were received.
2. The Tuition Assistance Committee will not become involved in any financial arrangements with parents. It is typical to consider both natural parents' financial resources in evaluating the need for tuition assistance. In the case of separated, divorced, or never married parents, the parent or guardian responsible for paying tuition, whether family or court designated, must fill out the Financial Aid Application with FACTS.
3. Each parent is expected to contribute income if there are no pre-school children at home.
4. Families with outstanding tuition arrears are not eligible to apply for tuition assistance. Additionally, SGWS has the right to cancel contracts for families whose arrears remain unpaid at the beginning of the school year for which the award was granted.

## **Committee Review**

The Tuition Assistance Committee (which is a subcommittee of the Finance Committee and comprises the Board Treasurer, Finance Director, and a Finance Committee member) makes need-based assistance awards based on the following process:

1. The Committee will review the recommendation of FACTS along with the cover letter submitted by the parents as the basis for making a recommendation for assistance.
2. After review, discussion, clarification, and comparison to similar family situations, the Committee will vote on the amount of the award.
3. The committee will send a written letter of award to the applications informing them of the amount of tuition assistance, as well as the remaining balance that will be required to be paid.

## **Clarifications/Exceptions**

It should be noted that:

1. No tuition assistance is provided to pre-school families unless they have siblings in the upper grades.
2. Parents must reapply on an annual basis for tuition assistance. Further, an offer for tuition

assistance in any given year is no guarantee of any future commitment to tuition assistance.

3. The Tuition Assistance Committee, in tandem with the Finance Committee, will review procedures and policies annually, and reserves the right to make changes as required.

### **Appeals**

If no assistance is granted, or if the award received is less than is required to enroll, applicants may write a letter of appeal to the Tuition Assistance Committee. This letter must include detailed information concerning any expenses or financial obligations which were excluded from the original application. Additionally, the letter should include the amount of assistance needed in order to enroll in or remain at the school.