



Greenwood School Tuition Assistance Policy and Guidelines 2011- 12 School Year

“What each individual really needs can only be known by himself; what he should contribute can be determined through his insight into the situation as a whole.” – Rudolf Steiner

PLEASE READ ENTIRE DOCUMENT BEFORE RETURNING APPLICATION.

INTRODUCTION:

Tuition Assistance is a gift; someone else has to pay for what is gifted in our Tuition Assistance program. This year, all monies offered are being generated by the diligent work of parent-led fundraising and our dedicated community. Please note that all families must re-apply for tuition assistance each year. Every year we will take into account any changes in your circumstances and needs and evaluate this information based on the amount of funds available to share within our community. **We expect to utilize our entire Tuition Assistance Budget for the 2011-12 school year. Please adhere to the deadline dates so that the Tuition Assistance Committee can distribute funds to all who need assistance. Funds may not be available for families applying late.**

PHILOSOPHY:

Greenwood School strives to make the school accessible to children of all economic backgrounds and, therefore, offers Tuition Assistance based on need through its Tuition Assistance program. All admissions decisions are made without regard to the financial circumstances of a candidate's family. The Tuition Assistance decisions are based on financial need as determined by the Finance Committee. Tuition Assistance is given at the school's discretion, based on an assessment of the family's financial need and on the availability of funds. Preference is given to families who have children already attending the school.

To promote clarity and good understanding we want to stress these points:

- ❑ To participate in the Tuition Assistance Program, you are expected to hold Greenwood School high on your list of financial priorities. An adjustment in tuition is not intended to support discretionary items such as a second home, investment portfolios, debt-free status or large amounts of home equity. Having any of these situations does not preclude an adjustment but should be taken into consideration in relation to the school's needs.
- ❑ The Finance Committee's function is to implement the following commitment agreed to by the Board and Faculty: "We expect every family to contribute to the financial well-being of the school. We are committed to the ideal that no child should be denied this education for financial reasons."
- ❑ Should a family's financial situation change in any way, for better or for worse, it is imperative that the school administrator be contacted immediately.
- ❑ The health of the school depends on the involvement of all our parents and wider community and we ask that families participating in the Tuition Assistance Program commit to volunteering their help with fundraising events and tasks at the school. This request is made of everyone in our school community as volunteering efforts help to keep our school vital and bridge the gap between tuition income and the school's expenses.

- Tuition Assistance funds are limited; not all admitted students who qualify for tuition assistance may be granted an award.
- There may be some circumstances where a personal interview with the applicant will be required.

HOW TO APPLY:

In making tuition assistance decisions, the Finance Committee utilizes the services of the School and Student Services for Financial Aid (SSS). The SSS report is a necessary tool for the Finance Committee to meet its intention of awarding tuition assistance in the most objective and equitable way possible. **Parents are assured that all information submitted will be kept in the strictest confidence.** You may submit your SSS Parents' Financial Statement (PFS) to the SSS by mail or directly online. There is no additional cost to families using the online service, and it will significantly reduce the amount of time needed to process the information (i.e., 7-10 business days by internet vs. 2-4 weeks by mail). Please refer to the SSS website at sss.nais.org for more information or to fill out your PFS form online. After the SSS has processed your PFS, they will then generate a report which they send directly to Greenwood School. This report must be received by Greenwood School by *February 4, 2011*.

Steps for submitting Tuition Assistance Applications:

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| 1. Pick up a Tuition Assistance Application Packet in the Greenwood School office. | <u>Date:</u>
Available
Dec. 13 |
| 2. Submit PFS form to SSS*, via traditional mail, or
Submit PFS form to SSS, via electronic transmittal (i.e., on-line). | January 14
January 21 |
| 3. Submit Greenwood School Tuition Assistance Application to Greenwood office. | January 28 |
| 4. Submit/confirm that <u>all paperwork</u> has been received by the Greenwood Office.
Complete packet includes: | February 4 |
| a. Completed Greenwood School Tuition Assistance Application. | |
| b. Photocopy of your 2010 IRS tax return. | |
| c. Photocopy of your child's tax return if you have filed for them. | |
| d. Photocopy of your most recent paycheck stub. | |
| e. For families who own their home(s), a copy of each of the most recent property tax assessment is required. | |
| f. Report from SSS, sent directly to Greenwood School by the SSS, after they have processed your PFS (see above for details). | |

*There are additional SSS forms for families who own a business or farm. Please request these additional forms if you need them. **If you are separated or divorced**, please be sure to read the information below regarding our financial aid policy for separated and divorced parents, and note that **each parent** must complete and sign all forms as stated above.

****NOTE: No application is reviewed until all required information is received. All paperwork must be submitted to the Greenwood School office by February 4 to be considered in the first round of Tuition Assistance distribution. Please, it is your responsibility to make sure your file is complete. Late applications and files that are not complete by the deadline are considered for Tuition Assistance only if funds are available after the first round of Tuition Assistance has been awarded.**

NOTIFICATION:

Notification of the Tuition Assistance decision is mailed to parents no later than March 7, 2011.

ADDITIONAL FEES:

All students will be required to pay additional school fees including but not limited to SMART Enrollment Fee (approximately \$45/year), musical instrument rental (3rd grade and up), private music lessons (4th grade and up), any additional class-related expenses such as field trips (which may range from \$100 to \$500/year, depending on the grade), Extended Day Care and Vacation Camps. It is our hope that all families participate in annual fund raising to the extent that they are able. Please refer to the Enrollment Agreement for details.

IMPORTANT ELIGIBILITY INFORMATION:

All returning GWS families applying for Tuition Assistance must be current in their tuition payments by the submission deadline (February 4, 2011) to be eligible for aid the following school year. The only exception to this is if prior arrangements have been made with the GWS Finance Committee.

All returning Greenwood School families (on tuition assistance or otherwise) must be current in their tuition payments to be eligible to return to Greenwood School in the following school year.

INFORMATION FOR PARENTS WHO ARE SEPARATED OR DIVORCED

The Greenwood School Policy requires that separated or divorced parents requesting financial aid must both complete financial aid forms. This includes the custodial parent and non-custodial parent. Each parent is required to submit copies of his or her Federal tax return(s) in addition to the Greenwood School "Tuition Assistance Application" form to the School, and the *Parents' Financial Statement Form (PFS)* to SSS. **Each parent must submit all forms.**

Greenwood School's policy in determining financial need of students from separated or divorced families is derived from the underlying principles on which we base financial aid for all our students. Remarriage of either parent creates a new family unit with new relationships, but we believe that natural (or adoptive) parents still have a responsibility for educational expenses. Therefore, the income, expenses, assets, and liabilities of the entire new family unit are considered pertinent to the natural (or adoptive) parents' ability to contribute to the cost of education.

The term **custodial parent** refers to the parent with whom the student resides (or resided with most during the 12 months prior to the date of the application). The other parent is referred to as the **non-custodial parent** even in cases where parents legally share joint custody. Please remember that under joint custody, both parents are liable for the full amount of tuition owed.

The school wishes to minimize any potential problems students might encounter as a result of this policy, so the Finance Committee would be glad to discuss with parents any special circumstances that might prevent compliance, such as:

1. The location of the non-custodial parent is unknown.
2. The non-custodial parent has had no contact with the family for more than three years.

Please contact the school office if you have further questions. Thank you.