



GREENWOOD SCHOOL

Tuition Assistance Application 2012-13 School Year

Information given in this form is for the exclusive use of the Greenwood School (GWS) Finance Committee in determining your eligibility for tuition assistance. **We expect to utilize our entire Tuition Assistance Budget for the 2012-13 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. Assistance applications are kept strictly confidential and no family names will be revealed to the Tuition Assistance Sub-Committee.**

- Applications will not be considered unless the following is completed:
- This application form is submitted to the school office by **January 27** with all questions answered completely;
- Additional required documents are received in the GWS office by **February 3**. Additional required documents include:
 - A copy of your 2011 federal tax return;
 - A copy of your child’s most recent federal tax return, if you have filed for them;
 - A recent paycheck stub;
 - A copy of each of the most recent property tax assessments, for families who own their own home(s).
- A Parents’ Financial Statement (PFS) must be sent directly to the School and Student Service for Financial Aid (SSS). They will issue a report back to GWS. The report from SSS must be received in the GWS office by February 3, 2012. You may submit your 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., 3-5 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 online.

Please be sure to include the student’s name and birth date on the front of any documents or letters submitted. If you have any questions regarding any of the above, please address the Finance Committee through the school office at (415) 388-0495. Thank you.

Checklist for submitting Tuition Assistance Application

Due Date: Date Submitted:

- | | | |
|--|----------------------------------|----------------|
| __1. Pick up a Tuition Assistance Application Packet in the will call cabinet outside the School’s main office. | Available: Dec. 12 | _____ |
| __2. Submit PFS form to SSS, via traditional mail, or
Submit PFS form to SSS, via electronic transmittal (i.e., on-line). | Jan. 13
Jan. 27 | _____
_____ |
| __3. Submit Greenwood School Tuition Assistance Application to Greenwood School Business office. | Jan. 27 | _____ |
| __4. Submit/confirm that <u>all paperwork</u> has been received by the Greenwood Office. (See below for required paperwork). | Feb. 3 | _____ |

COMPLETE PACKET INCLUDES:

Date Submitted:

- ___a. **Completed Greenwood School Tuition Assistance Application.** _____
- ___b. **Photocopy of your 2011 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 GWS by the SSS, after they have processed your PFS.** _____

Again, this form must be received in the school office by January 27, 2011.

Parent(s) _____

Address _____

City _____ State _____ Zip _____

Daytime phone _____ Evening phone _____ email _____

If divorced or separated, please list information for 2nd parent:

Parent(s) _____

Address _____

City _____ State _____ Zip _____

Daytime phone _____ Evening phone _____ email _____

Child(ren) enrolled (or to be enrolled) in GWS in fall of 2012:

Name _____ Grade Entering In Fall _____

Name _____ Grade Entering In Fall _____

Name _____ Grade Entering In Fall _____

Other child(ren) not included in the application. Please list names and ages:

Name(s) & Age(s) _____

School(s) Attending _____ Grade(s) _____

Tuition Paid: Yes No Amount \$ _____

Other dependants _____

Does child live with: Both Parents, Mother, Father, Other (please circle one)

Please explain "Other"

Please complete this section if the parents are separated or divorced:

Divorced Separated Separated, no court action

Date of divorce or separation: _____

Please note: If the parents are divorced or legally separated, each parent will need to submit the appropriate financial information for consideration of eligibility for tuition assistance.

Income:

Parent 1

Parent 2

Name _____

Name _____

Occupation _____

Occupation _____

Monthly Gross Salary \$ _____

Monthly Gross Salary \$ _____

Additional Income \$ _____

Additional Income \$ _____

Employer _____

Employer _____

Address _____

Address _____

Phone: _____

Phone: _____

Additional Information:

Please list any additional sources of income not included above, or in the SSS application:

Source: _____ Annual Amount: \$ _____

Please list additional expenses not included in your SSS application that you would like considered in determining eligibility for financial assistance.

Expense: _____ Annual Cost: \$ _____

ENABLEMENT: Amount of tuition which you would be able to pay annually that would enable your child(ren) to attend GWS. **Please give due thorough consideration to this item.** Your application will not be considered without it.

\$ _____

Any special circumstances (medical crisis, death, etc.) you would like to share may be done on a separate sheet of paper or supplied below:

Parent's Statement:

I/We have read and understand the policy and guidelines as set forth in the GWS Tuition Assistance Policy and Guidelines for the 2012- 13 School Year.

I/We declare under penalty of perjury, under the laws of the State of California, that the foregoing statements are true and correct, and I authorize GWS to make any inquiries that may be necessary to verify the above information.

Parent Signatures:

(1) _____ Date: _____

(2) _____ Date: _____