

RICHMOND WALDORF SCHOOL

2010-2011 Tuition Adjustment Information for Families

Decisions regarding awards are guided by an effort to help the greatest number of children with the greatest need. The Tuition Adjustment Committee (TAC) evaluates the means and needs of families requesting tuition adjustment, basing assessments on financial information provided by families to School and Student Services for Financial Aid (SSS). The TAC then offers tuition adjustment to each qualifying applicant family with regard to that family's need *in relation to* that of other families and to the total tuition adjustment budget. Not all families that apply will necessarily be awarded an adjustment.

We thought it would be helpful to provide a brief summary of the policy points that are used to guide decisions.

Responsibilities of families to TAC:

- Demonstrate need based on financial aid forms (SSS) and other required documentation.
- Verify that all potential financial resources have been investigated and determined to be unavailable.
- Tuition and fee payments must be paid current to apply.
- Demonstrate reasonable efforts to improve the family's means with regard to ability to pay with the goal of decreasing the amount of assistance required.
- Tuition adjustment forms submitted by deadlines.
 - **By February 26, 2010**
 1. Submit SSS forms with the application fee to SSS online.
 2. Submit a copy of the SSS forms and the RWS application to the TAC. Place information in an envelope addressed to "TAC" and place the envelope in the mailbox outside the front office, or the 'Office' box downstairs.
 - **By April 16, 2010**
 1. Deliver copies of final tax returns and W2s to the "TAC".
- Required documents:
 - Copy of the SSS Parents' Financial Statement form.
 - Copy of the SSS Business/Farm Supplement if required (self-employed or own business).
 - Copies of tax returns and W2s.
 - RWS application

The following are conditions that **disqualify** a family from consideration:

- Payment of tuition or other fees is delinquent according to the terms of the enrollment contract.
- Tuition adjustment forms are not submitted by the deadline.
- Failure to meet with Tuition Adjustment Committee representatives if this is requested.

Additional points:

- Priority consideration is given to returning and grades students.
- Tuition adjustment is generally available only to those kindergarten children who are expected to enter the first grade the following year or have siblings in the grades.
- Tuition adjustment amounts generally do not exceed 50 % of a family's total tuition costs.
- All information submitted to the Tuition Adjustment Committee is strictly confidential. Applicants are also expected to maintain confidentiality and refrain from discussing with uninvolved parties financial and other information related to tuition adjustment awards and decisions.

Instructions for SSS Form

In order to use SSS Online, you need these minimum browser requirements:

- Internet Explorer 5.5 or higher, or,
- Netscape Version 6.22 or higher
- JavaScript enabled

1. Go to www.nais.org/financialaid/sss.
2. Click on the SSS Online logo.
3. Click on the blue rectangle labeled “Parents” on the bar.
4. Click on “Start a new PFS”.
5. Read and follow all instructions as indicated. You do not have to fill out the entire PFS application in one session. You will be prompted to create a PIN # and password for your application so you can leave and come back as needed.
6. **You must fill out ALL sections and print a copy of each section to submit to TAC with your TA application by February 26, 2010. The TAC will only be accepting applications from re-enrolling families until February 26, 2010. Missing this deadline may forfeit a family’s eligibility to receive an adjustment.**

The school code is 1672.

7. **Be careful. Do not submit the application until you are sure it is complete. Once you submit the PFS, you can no longer retrieve it.**

If you have questions about using the Online system, the helpline number is (866-387-2601).

If you cannot access the site on your computer or do not have a computer to use, you may contact the office for a time slot to use an office computer.

We are here to help!

If you have questions or need assistance, please contact Martha Harville.

TUITION ADJUSTMENT APPLICATION

Date _____

Parent Name _____

Parent/Spouse's Name _____

Address _____

Phone _____

e-mail _____ @ _____

Marital Status _____

Children for Whom Application Is Being Made: Grade in Fall:

<u>Additional Dependents: Name</u>	<u>Age</u>

1. For families new to RWS: Why do you want your child(ren) to attend Richmond Waldorf School?

2. Are all adults in your household who are capable of employment currently employed?
Yes No If not, please explain why below.

3. Please list any assets or sources of income for the past year that is not noted on tax returns or SSS forms, for example, gifts of cash, stock, and any non-taxable income.

4. Have you sought tuition assistance from other sources? Yes No Please list below.

5. If you are currently participating in tuition adjustment, have there been any changes in your income situation, dependents, or living expenses? Yes No If "Yes," please explain below.

6. Please list below any other special situations or circumstances that you feel the committee should consider in order to evaluate your financial situation accurately.

7. Please explain below how your ability to pay tuition in the future might improve, stay the same or become more difficult. Given these circumstances, how long do you think tuition adjustment will be needed?

**PLEASE SIGN AND SUBMIT WITH YOUR TUITION CONTRACT –
NOT WITH YOUR TA APPLICATION**

Richmond Waldorf School

2010-2011 Tuition Adjustment Contract Release Supplement

My family is applying for tuition adjustment. If my family's request for adjustment can not be met and/or if we do not accept the offered amount by the specified time (as outlined in the Tuition Adjustment Notification), all fees that have been paid for the 2010-2011 school year will be refunded, the Annual Tuition Contract voided, and the space in the class will be forfeited.

Child's Name: _____

Parent/Guardian Signatures:

Parent: _____ Date: _____

Parent: _____ Date: _____