

# Waldorf School of Cape Cod Tuition Assistance Policies & Procedures February 2011

## **Philosophy**

The Waldorf School of Cape Cod is committed to providing tuition assistance, within its resources, to qualified families in need of financial support who desire a Waldorf education for their children. The school is committed to providing assistance to encourage socioeconomic diversity within its school community. Ideally, no qualified student should be deterred from having a Waldorf education due to financial reasons.

Assistance is granted on the basis of need that is determined by assessing the income and resources of applicants. We expect that parents applying will first consider other sources, i.e. grandparents and other relatives, before asking the Waldorf School of Cape Cod for assistance. While our aim is to assure the possibility of Waldorf education to all our students, our ability to do so is limited.

## **Composition of the Tuition Assistance Committee**

The Tuition Assistance Committee (TAC) is a committee of the Board of Trustees. It includes one member from the Board of Trustees, the Administrator, and one member from the greater community. The committee meets numerous times in the spring and summer to evaluate tuition assistance for families requesting assistance.

The criteria for committee membership includes a knowledge of financial matters, the capacity for objective decision-making, the ability to maintain confidentiality, and a willingness to uphold the philosophy of the school's Tuition Assistance program.

## **Guidelines and Expectations**

Tuition assistance comes directly from the school's limited budget. The tuition that families pay, the salaries that faculty receive, and the programs that the school is able to offer, are directly affected by the overriding desire to make the school affordable to as large a segment of the population as possible.

***Thus, assistance the school provides is not intended to subsidize discretionary lifestyle choices.*** While assessing true need is always a challenge, examples of lifestyle choices that would not be supported with the school's limited resources would include: considerably higher family income in relation to the pool of families applying, owning a second home, high-priced family vacations, etc.

- In general, the maximum that can be awarded is 50% of the total tuition. The majority of awards will be less than 50% due to the limited amount of funds available and the large number of requests.
- ***Eligibility is based upon being up to date with tuition payments in the current school year.*** Families with outstanding tuition may apply for assistance, but no contracts will be issued until overdue balances are paid in full.
- Assistance comes in the form of tuition reduction.

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- Families are eligible to apply for Tuition Assistance following the completion of the application or re-enrollment process.
- ***Applications for Tuition Assistance must be on time.*** Late applications from currently enrolled families will be reviewed when the process for timely applications has been completed. Any remaining assistance will then be awarded to qualified late applicants.
- Before considering any award, TAC will examine the resources available to the student. In addition, a standard SSS form must be submitted by non-custodian and/or step-parents as well. In cases of separation or divorce, TAC may request to see the legal documentation relating to the payment of private school tuition. Beyond the payment of tuition, the committee will not become involved in any financial arrangements between parents.
- Where there are no pre-school children at home requiring home care, both parents are expected to contribute income.

The Tuition Assistance Committee reviews all applications and mails out written notification to each family informing them of their tuition assistance for the upcoming school year as decisions are reached. During this process, the committee may ask to further clarify a family's application information with either a phone conversation or personal meeting.

Families with questions or concerns about their tuition assistance should immediately contact the Administrator to request follow-up clarification or a more in depth dialogue with the Tuition Assistance Committee.

Tuition Assistance applicants must pay the same deposit amounts required of other families (the full Materials Fee) upon submission of the enrollment contract. Tuition Assistance applicants must indicate intention to seek tuition assistance when submitting the enrollment contract and must meet the Tuition Assistance application deadline.

When families are informed of the Tuition Assistance Committee decision, they will have thirty (30) days to accept or decline the award in writing. If they decline the award within the thirty (30) day period, the full amount of the deposit received with the enrollment contract will be refunded and the Enrollment Contract becomes void. If the family does not communicate in writing its decision to accept or decline the Tuition Assistance award, the award will be forfeited, the Materials Fees will become non-refundable, and the Enrollment Contract will become void. If the school determines that a family submitted incomplete or false information on the Tuition Assistance application, the school will withdraw the award and the family will be obligated to pay the full tuition until such time that the student is withdrawn from the program.



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of Cape Cod**

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