

Olympia Waldorf School

Tuition Adjustment Program

The Olympia Waldorf School strives to develop a diverse student population and serve every family seeking Waldorf education. The Tuition Adjustment program addresses the needs of families requiring tuition assistance to attend OWS. Tuition adjustments are offered for grades tuition and five-day kindergarten tuition. This program is now entering its second year of review with the Finance Committee and Board as we begin accepting applications for 2008-09. The application process and independent, third party financial review through School and Student Service for Financial Aid (SSS) that was implemented for 2007-08 will be carried forward into the 2008-09 award process. Below you will find answers to a few questions you may have:

When do I apply for a tuition adjustment?

If you believe you will need a tuition adjustment for the 2008-09 school year, please request an application in the office as early as possible. Applications for returning families are due by February 15. Any applications received after February 15, will be processed on a first-come first-served basis, and are subject to funding and space availability.

How do I apply for a tuition adjustment?

1. Request and complete the one page OWS tuition adjustment application from the office.
2. Complete an online application with SSS at www.nais.org. Please note: SSS charges a \$22 per application fee for this service, which must be paid when you complete the application. Hard copy applications for SSS are available in the office as well, but be advised that SSS requires a longer processing time and a \$24 fee for all applications submitted by mail.
3. Return your completed OWS application and signed conditional tuition contract to the office.

What is the School and Student Service for Financial Aid (SSS)?

SSS is a service provided by the National Association of Independent Schools. SSS offers an objective and consistent method of determining a family's ability to contribute to educational expenses. SSS will analyze the data you submit and provide the school with a suggested family contribution. SSS does not determine tuition adjustments. The OWS Tuition Adjustment Committee will review the data from SSS and determine the final adjustment amount.

How will my application be processed?

Your completed application, tuition contract, and SSS financial analysis will be forwarded to the Tuition Adjustment Committee for review. The committee consists of the Business Manager, Board Treasurer, Administrator and a Faculty College member. The committee will evaluate the results from SSS, the financial needs of all applications received, the operating budget constraints, and determine a tuition adjustment amount. If the adjustment meets the stated need on your application, a revised tuition contract will be issued. If the adjustment does not meet the stated need, you will be contacted by the business manager to schedule an interview with the committee. This interview will provide an opportunity to discuss the specific financial circumstances of your family, and will be scheduled for approximately 20 minutes.

How do I know if I am eligible for a Tuition Adjustment?

The best way to determine your eligibility is to submit an application and proceed through the process. All adjustments are for one year only and are based on the pool of requests made and funds available. If you would like to see general ranges of eligibility for the previous year please make an appointment with the business manager. Also please note that three day kindergarten tuition, after school care, enrollment, supply and capital projects fees are not eligible for tuition adjustment.

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Tuition Adjustment Application

The following documents must accompany this form:

- ◆ A copy of your most recently filed IRS Form 1040
- ◆ Your signed 2008-09 conditional tuition contract

Parent/Guardian Information:

- ◆ *If parents live in separate households, please complete two Application Forms—one form per household.*
- ◆ *If parents live in separate households, please complete information on this form for one parent **and any other adult living in the household sharing household finances** such as step-parent or partner.*

Parent/Guardian #1 _____ Relationship to student(s) _____

Home Phone _____ Work Phone _____ Cell Phone _____

Parent/Guardian #2 _____ Relationship to student(s) _____

Work Phone _____ Cell Phone _____

Total Net Tuition & Supply Fees (as listed on your 2008-09 contract)	Amount you are able to pay	Amount paid by another parent (please complete separate form)	Amount gifted to you for tuition by family or friends	Amount from other sources
\$	\$	\$	\$	\$

Tuition adjustment requested for 2008-09: \$ _____

*Tuition adjustments are offered for grades and five day kindergarten tuition only. Three day kindergarten tuition, after school care, enrollment, supply and capital projects fees are not eligible for adjustment.

How long has the student(s) been enrolled at OWS? _____

How long do you intend to have the student(s) enrolled? _____

Why is it important that they attend this school? Attach additional pages if necessary.

Please continue on reverse.

Please list any additional information you think may help us in determining your adjustment, such as exceptional expenses, change in employment status, living situation, or continuing education.

Exceptional Expenses to be considered (such as extenuating medical or dependant care expenses):

Expense	Amount	Frequency (annual, monthly, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please read and sign the following:

I recognize that the Olympia Waldorf School is a private, non-profit, non-sectarian independent elementary school. I certify the information contained in the application is true and complete. I also agree to complete the School and Student Services for Financial Aid (SSS) Parents' Financial Statement (PFS), interview and otherwise cooperate with the OWS Tuition Adjustment Committee in its efforts to responsibly evaluate the information furnished herein.

Parent/Guardian signature _____ Date _____

Now that you have completed the OWS portion of your application...

- Go to www.nais.org to complete your online Parents' Financial Statement (PFS) with Student Services for Financial Aid (SSS).
- Submit your completed PFS electronically and pay the \$22 filing fee directly to SSS. *Hard copy applications for SSS are available in the office upon request.
- Turn this completed application in to the business manager with a copy of your most recently filed 1040 and your signed conditional tuition contract. *Please note the "conditional tuition contract" is simply your family tuition contract with your signature on the tuition adjustment applicant line, indicating that the contract is not binding until an adjustment amount has been agreed upon.
- The Tuition Adjustment Committee (consisting of the Business Manager, Board Treasurer, Administrator, and a Faculty College member) will review your application and contact you to schedule a meeting if needed.

*All information is held confidential.
Access to your application is limited to the Tuition Adjustment Committee members.*