

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 who are not able to pay the full published tuition rates. Adjustments are available for kindergarten through grade eight tuition only. No adjustments or discounts are offered for preschool, extended care, enrollment, supply and capital projects fees.

This program is now entering its third year as we begin accepting applications for 2010-11. Although we are continuing to fine tune our process there are no significant changes from last year. 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 upcoming school year, please request an application in the office as early as possible. Applications for returning families are typically due by February 15. The deadline for 2010 has been extended to Tuesday, February 16, due to the federal holiday. Any applications received or postmarked after February 16, will not be included in the first round priority processing pool. Applications received after the priority deadline 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. Complete the one page OWS tuition adjustment application available online or in the office.
2. Complete an online Parent Financial Statement (PFS) with SSS at <http://sss.nais.org/parents/>. Please note: SSS charges a small application fee for this service, which must be paid when you complete the application. Hard copy forms for SSS are available in the office as well, but please be advised that SSS requires a longer processing time for all submissions by mail.
3. Mail a copy of your most recently filed 1040 to SSS as directed at the end of your PFS.
4. Return your completed OWS application and your signed conditional tuition contract to the school office or by mail to OWS, PO Box 130, East Olympia WA 98540.

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 form, tuition contract, tax return, and SSS financial analysis will be forwarded to the Tuition Adjustment Committee for review. The committee consists of the Business Manager, Board Treasurer, a Faculty member, and the Dean of Education. The committee will review your tuition offer, evaluate the results from SSS, compare the financial needs of all applications received, and determine and invite you for an interview if this is your first adjustment request or if your request is greater than 50%. The committee will then determine an adjustment offer and extend a new contract. Your family will have the opportunity to accept this offer or continue the conversation through an appeal process.

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 discuss general ranges of eligibility for the previous year please make an appointment with the Business Manager.

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Tuition Adjustment Application

The following documents are required in addition this form:

- ◆ Your signed 2010-11 conditional tuition contract
- ◆ Completed Parent Financial Statement (preferably submitted on-line)
- ◆ A copy of your most recently filed IRS Form 1040

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 _____

Residential Address _____

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

Work Phone _____ Cell Phone _____

Total Net Tuition (as listed on your tuition contract)	Amount you are offering 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 2010-11: \$_____

**Adjustments are available for tuition only. No adjustments or discounts are offered for extended care, enrollment, supply and capital projects fees.*

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 _____

Once you have completed the above OWS portion of your application

- Go to <http://sss.nais.org/parents/> to complete your online Parents' Financial Statement (PFS) with Student Services for Financial Aid (SSS).
- Submit your completed PFS electronically and pay the filing fee directly to SSS.
*Hard copy applications for SSS are available in the office upon request.
- Mail a copy of your most recently filed 1040 to SSS as directed in the PFS process.
- Turn this completed application form in to the business manager with 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 members (Business Manager, Board Treasurer, a Faculty member and the Dean of Education) will review your SSS report along with this application and contact you to schedule an interview if needed.

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