

## Acorn Hill Waldorf Kindergarten & Nursery

9504 Brunett Ave · Silver Spring, Md 20901 · phone 301-565-2282 · fax 301-565-8878

# Tuition Assistance Program and Application School Year 2013-14

## PURPOSE

The Acorn Hill Waldorf Kindergarten and Nursery is committed to the principle that every child should be able to attend a Waldorf school. Acorn Hill offers a program for tuition assistance to help families from all backgrounds meet the expenses of private education.

Acorn Hill School, Inc. is nonsectarian and does not discriminate on the basis of race, gender, sexual orientation, religion and national or ethnic origin in its administrative or admissions policies. Acorn Hill strives for a cultural diversity in its student body that directly reflects that of the broader community to which it belongs.

## ELIGIBILITY

Tuition assistance is available on the basis of need. Acorn Hill expects all families to take a hard look at their finances to determine ways to make tuition fall within their budgetary means before turning to tuition assistance. A general guideline for eligibility is that a family should devote 8% to 15% of their gross annual income to the education of their children. This range takes into account several different family circumstances including the cases of single and divorced parents. These guidelines are not fixed and all applications are reviewed on an individual basis. Accordingly, special circumstances that can profoundly affect a family's financial resources are considered in an appropriate manner.

## PROGRAMS FOR WHICH ASSISTANCE IS AVAILABLE

Tuition assistance is available for the parent-child, three day and five day morning, full day and after care programs at Acorn Hill. Currently, early bird and lunch programs are not eligible for assistance.

## APPLICATION PROCEDURE

Your application for tuition assistance may be submitted concurrently (or once we have received) your admissions application (new students) or your re-enrollment contract and fee (returning students). Forms are available in the office after January 6.

Application for tuition assistance is made by **submitting the following required material by February 4** for assistance the following school year.

- a) A completed Acorn Hill Tuition Assistance Application form.
- b) 2012 completed and signed IRS tax return form 1040 **pages 1 and 2 only and, if you filed one, Schedule C**. If your completed 2012 tax form is not available at that time, please submit a copy of your final 2012 pay stub (or W-2), 1099-M or 1099-I and any other pertinent information for interim review. Your completed 2012 return MUST be submitted by **April 22** for your grant to be finalized. (See Application Review and Awards Notification sections below)
- c) Your final 2012 pay stub from each working parent (unless self employed).
- d) Your most recent 2013 pay stub from each working parent (unless self employed).

Please drop off or mail your application in a sealed envelope addressed to the Tuition

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Assistance Committee. Applicants are to use the application form to fully describe any special circumstances that should be considered in the review of their application. Written statements requiring additional space may attach separate pages. Late applications will be considered based upon the availability of funds budgeted for tuition assistance. Incomplete applications cannot be processed.

## TUITION ASSISTANCE COMMITTEE

The Tuition Assistance Committee is composed of members appointed by the Board of Directors. Members may be drawn from the faculty or the Board. One member must be a member of the Board of Directors and one must be the Finance Officer. The Tuition Assistance Committee proposes new members to the Board for approval and term of membership is normally three years.

The Board appoints a chairperson for the Tuition Assistance Committee who speaks for the committee. The chair is responsible for setting agendas for committee meetings, overseeing the timely review of applications and communication of committee decisions to parents. The Finance Officer ensures that a formal record of its deliberations and awards is maintained in the business office.

## APPLICATION REVIEW

The Business Office performs a required document check off and will call to let you know what information is missing. Incomplete applications cannot be processed. The Tuition Assistance Committee reviews completed applications for tuition assistance. We will call if we need additional information or clarification.

The committee evaluates the means and needs of families requesting tuition assistance and provides assistance accordingly. The committee bases its assessments on the financial information provided in the application and any other information the Tuition Assistance Committee determines to be necessary and gathers by interview or otherwise. Tuition assistance is awarded based on assessed financial need; the child or children attending Acorn Hill and their respective programs; and the total tuition assistance budget for the upcoming year.

If final tax returns were not submitted with the application, an interim review and a provisional award will be made. If the completed return is received by **April 22**, a final review will be made and the award finalized. The final award may differ from the provisional award based on the completed tax return.

If you failed to submit your completed tax return required to finalize your grant by the April 22 deadline, your application will be suspended and your provisional grant will be forfeited. You may re-instate your application at anytime by submitting your final tax return but your application will be treated as a late submission and the application process will begin anew.

## AWARDS

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### **Tuition Assistance Program and Application School Year 2013-14**

There is a limited amount of financial assistance to be granted. The Tuition Assistance Committee strives to award these funds with overall needs of the community in mind. Awards of tuition assistance generally range between 5% and 50% of a family's total tuition cost. All grants are made at the sole discretion of Acorn Hill's Tuition Assistance Committee and the Board of Directors.

Awards are made for a period of up to one academic year and are subject to adjustments for changes to your enrollment in Acorn Hill programs. Awards are credited monthly on your tuition statement. Those seeking assistance for more than one academic year must reapply. Receipt of tuition assistance does not guarantee that assistance will be available in the following year. A family may apply for tuition assistance each year they participate in the educational programs of Acorn Hill.

Awards will only be granted to those who have completed the entire application process, providing all the information required and any additional information requested by the Tuition Assistance Committee, by the dates indicated.

Tuition assistance will not be available or applied until any outstanding balance with the school has been paid, or arrangements for payment have been with the Finance Officer.

#### **AWARD NOTIFICATION**

We understand that the availability of tuition assistance funds will impact both your decision and ability to send your child or children to Acorn Hill. Our goal will be to complete the award process so we may notify you of your grant amount with your acceptance letter by **March 19**.

At that time, we will notify you of your provisional grant if your 2011 tax return was not submitted with your application. You will be notified of your final grant by **May 14** if your completed tax return was submitted by April 22.

If you did not submit your completed tax return by the April 22 deadline, your application will be suspended and your provisional grant will be forfeited with no further notification. You may re-instate your application at anytime by submitting your final tax return but your application will be treated as a late submission.

Award notifications for late submissions will occur on an ongoing basis.

#### **AWARD ACCEPTANCE**

To complete the enrollment and tuition assistance process, Acorn Hill requires your first monthly tuition payment less the monthly grant amount by June 1. The billing you receive in late May will reflect the net amount due. Your payment will ensure enrollment for your child and acceptance of the award.

Since we want to accommodate children on the wait list or families with late assistance applications, we encourage you to make this payment on a timely basis or contact us if you will not be enrolling. Should you fail to make your payment by June 1 you may jeopardize

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your enrollment and your award.

## LATE SUBMISSIONS

We will accept applications for tuition assistance at any time due to new enrollment, changes in circumstances, unforeseen delays or other reasons. Any applications, including all required documentation, received after the due date(s) will be handled on a first come, first serve basis. We will begin processing late submissions in mid-June and continue throughout the school year based on the availability of funds.

## EMERGENCY ASSISTANCE or OTHER CHANGES IN FINANCIAL POSITION.

Requests for emergency tuition assistance are welcome at any time. If additional assistance is needed, please send a letter of request (or e-mail to the Finance Officer) to the Tuition Assistance Committee. If new assistance is needed, please submit an application including details of your circumstances to the Tuition Assistance Committee, following the procedures outlined in this handbook.

Should your financial condition improve during the school year, please consider “returning” a portion of your assistance award by sending a brief letter (or e-mail to the Finance Officer) stating that assistance is no longer needed or is needed for a reduced amount. This will make funds available for other families in need.

## CONFIDENTIALITY

Tuition assistance is confidential. The Tuition Assistance Committee and its applicant families must hold all information about tuition assistance in strict confidence.

## ADMINISTRATION

The Tuition Assistance Committee receives and reviews applications, and makes decisions on the amount of each award in accordance with the total funds available for assistance. The Committee communicates these decisions directly to applicant families and the Business Office applies the awards monthly to reduce the amount due for tuition installments billed on our monthly tuition statements. The Committee prepares an annual financial report for the Board of Directors, makes recommendations to the Board concerning the Tuition Assistance Program and periodically reviews and revises, as necessary, its policies and procedures.

The Finance Officer and other office personnel of Acorn Hill support the Tuition Assistance Committee administratively. These individuals assist the committee by answering general questions of parents, distributing and gathering application forms, merging and collating correspondence and coordinating the administrative aspects of the tuition assistance and enrollment processes.

## Tuition Assistance Application School Year 2013-14

Please be sure to provide all the information and supporting materials requested here. Incomplete applications will not be processed. This form is due February 4.

### Parent 1 Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
street address

\_\_\_\_\_  
city, state, zipcode

Telephone: \_\_\_\_\_

Annual income: \_\_\_\_\_

Check here if self-employed \_\_\_\_\_

### Parent 2 Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
street address

\_\_\_\_\_  
city, state, zipcode

Telephone: \_\_\_\_\_

Annual income: \_\_\_\_\_

Check here if self-employed \_\_\_\_\_

**First Name(s)**  
of child(ren) to be enrolled:

**Class**  
(Parent-Child, 3 or 5 half day or full day, aftercare)

**Annual Tuition**

1. \_\_\_\_\_

2. \_\_\_\_\_

### Total Acorn Hill Tuition

\_\_\_\_\_

A. Amount of annual tuition you can pay next year (do not leave blank):

B. How many people live in your home? \_\_\_\_\_ Number of dependents: \_\_\_\_\_ Ages \_\_\_\_\_

C. Are the child(ren)'s parents separated or divorced? \_\_\_\_\_ If yes, please combine financial information and indicate the intended financial arrangements in the question area below.

### D. Yearly Income

1. What was your total family income during 2012 (Jan-Dec)? \_\_\_\_\_

2. What is your expected total family income during the upcoming school year? \_\_\_\_\_

i. Please use the space provided on the next page to describe the difference in the two years.

3. Are there extended family members (grands, parents, uncles, aunts etc) that provide some financial support to the household or to pay the tuition? If so, how much per year? \_\_\_\_\_

E. Please submit the following items by February 4:

1. A completed Acorn Hill Tuition Assistance Application form and checklist.
2. 2012 completed IRS tax return form 1040 pages 1 & 2 and, if you filed one, Schedule C.
3. If your completed 2012 tax form is not available, please submit a copy of your W-2 and any other pertinent information (1099's) for interim review. Your completed 2012 return MUST be submitted by April 22 for your grant to be finalized.
4. Final 2012 pay stub from each working parent (unless self employed).
5. Recent (2013) pay stub from each working parent (unless self employed).



## Tuition Assistance Application School Year 2013-14

### TUITION ASSISTANCE APPLICATION CHECKLIST

Applications are due by FEBRUARY 4. Incomplete applications will NOT be processed -see instructions.

PLEASE PLACE THIS COMPLETED FORM ON TOP OF YOUR PACKET AND RETURN TO US!

\_\_\_\_\_  
Family Name(s)

All applicants please indicate completion:

- Read the Tuition Assistance Program and Application document in its entirety
- Identify child or children, age(s) and class(es) on form
- Identify total tuition amount on form
- Indicate the total amount of tuition you are able to pay on form
- Complete the application fully including the financial information and questions.
- Provide a copy of 2012 Federal Tax Return or other documents (see instructions in handbook)
- In lieu of 2012 Federal Tax Return – I will turn in my final return by April 22, 2013.
  - W-2
  - 1099 (-DIV, -INT, -MISC, -R or others)
- Provide a copy of final 2012 pay stubs
- Provide a copy of recent 2013 pay stubs
- Provide a note to Tuition Assistance Committee detailing any special circumstances that you would like considered
- Provide occupation and signature for both parents

Name of person to contact regarding this application: \_\_\_\_\_

Preferred contact method (provide phone number or e-mail) \_\_\_\_\_

QUESTIONS? PLEASE CALL THE OFFICE AT 301-565-2282.