



9504 BRUNETT AVENUE SILVER SPRING, MD 20901 301-565-2282 www.acornhill.org

Tuition Assistance Program and Application School Year 2022-23

PURPOSE

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 cultural and socioeconomic 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. A general guideline for eligibility is that a family shouldn't devote 10% to 15% of their gross annual income to the education of their children. Acorn Hill follows a careful process 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.

APPLICATION PROCEDURE

Your application for tuition assistance may be submitted concurrently with your admissions application (new students) or with your re-enrollment contract and fee (returning students).

Application for tuition assistance is made by **submitting the following required material by February 1** for assistance the following school year.

- a) A completed Acorn Hill Tuition Assistance Application form.
- b) 2021 completed and signed IRS tax return form 1040 **pages 1 and 2, and Schedule C**, if you filed one. If your completed 2021 tax form is not available at that time, please submit a copy of your final 2021 pay stub (or W-2), 1099-M or 1099-I and any other pertinent information for interim review. Your completed 2021 return must be submitted by **April 20** for your grant to be finalized. (See Application Review and Awards Notification sections below)
- c) Your final 2021 pay stub from each working parent (unless self-employed).
- d) Your most recent 2022 pay stub from each working parent (unless self-employed).

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.



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APPLICATION REVIEW

The Tuition Assistance Committee ensures all requisite documentation has been provided and will call to let you know if information is missing, or for clarification. Incomplete applications cannot be processed.

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 up-coming 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 20**, 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 fail to submit your completed tax return required to finalize your grant by the **April 20** deadline, your application will be suspended and your provisional grant will be forfeited. You may reinstate your application at any time by submitting your final tax return but your application will be treated as a late submission and the application process will begin anew.

AWARDS

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.

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



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AWARD ACCEPTANCE

You will be notified of your tuition assistance amount along with your acceptance letter in early March.

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

For new families: Your first tuition installment is due with your contract by April 1 before financial assistance can be awarded. Therefore, any financial assistance awarded will be applied retroactively with the May 1 installment.

Since we want to accommodate children on the waitlist or families with late assistance applications, we encourage you to make your May payment on a timely basis or contact us if you will not be enrolling. After May 10th, your financial assistance may be offered to the next person on the waitlist.

LATE SUBMISSIONS

Any applications, including all required documentation, received after the due date(s) will be handled on a first come, first serve basis.

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 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.

CONFIDENTIALITY

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

Acorn Hill Waldorf Kindergarten & Nursery

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

Tuition Assistance Application School Year 2022-23

Please be sure to provide all the information and supporting materials requested here. Incomplete applications will not be processed. This form is due February 1.

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

(5 Half Day or Full Day)

Annual Tuition

1. _____

2. _____

Total Acorn Hill Tuition

- A. How many people live in your home? _____ Number of dependents: _____ Ages _____
- B. 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.
- C. Yearly Income
 - 1. What was your total family income during 2021 (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, etc.) that provide some financial support to the household or to pay the tuition? If so, how much per year? _____
- D. Please submit the following items by **February 1**:
 - 1. A completed Acorn Hill Tuition Assistance Application form and checklist.
 - 2. 2021 completed IRS tax return form 1040 pages 1 & 2 and, if you filed one, Schedule C.
 - 3. If your completed 2021 tax form is not available, submit a copy of your W-2 and any other pertinent information (1099's) for interim review. Your completed 2021 return must be submitted by April 20 for your grant to be finalized.
 - 4. Final 2021 pay stub from each working parent (unless self-employed).
 - 5. Recent (2021) pay stub from each working parent (unless self-employed).

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Current Family Financial Information (Parents maintaining separate households, please combine information)

Items	Type and/or Explanation	Value (Estimate if needed)	Amount Owed (if applicable)	Monthly Amount
Savings (incl c				
Retirement				
Investments (stocks etc.)				
Home (mortgage or rent)				
Other Real Estate				
Auto 1				
Auto 2				
Other Property				
Student Loans				
Other Loans				
Credit Cards				
Utilities				
Household Expenses				
Insurance				
Unreimbursed Medical				
Day Care/Nanny				
Other tuitions				
Other				
TOTAL MONTHLY EXPENSES/Outlay				

Questions regarding Financial Need: (Please attach an additional sheet if needed.)

Describe any significant circumstances or difference in expected **expenses** for the coming year (e.g., expecting a new baby, long-term disability or illness, parent(s) attending school, large expenses or debt payments, separation/divorce or other factors.)

Describe any significant circumstances or difference in expected **income** for the coming year (e.g., job status, tuition help from relatives, gifts, child support, or tax-exempt income not on your tax return.)

Please help round out our picture by providing any **additional information** you feel is pertinent to your application for tuition assistance including financial arrangements for divorced or separated parents.

I/we certify the above information is correct and complete to the best of my/our knowledge, and that I/we will inform the Tuition Assistance Committee if there is a significant change in my/our financial condition during the applicable school year.

Signature of parent 1 date

Signature of parent 2 date

Occupation _____

Occupation _____

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TUITION ASSISTANCE APPLICATION CHECKLIST

Applications are due by FEBRUARY 1. 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 2021 Federal Tax Return or other documents (see instructions in handbook)
- In lieu of 2021 Federal Tax Return – I will turn in my final return by April 20, 2021.
 - o W-2
 - o 1099 (-DIV, -INT, -MISC, -R or others)
- Provide a copy of final 2021 pay stubs
- Provide a copy of recent 2022 pay stub
- 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 email) _____

Questions? Please call the office at 301-565-2282.