



BALA HOUSE MONTESSORI SCHOOL TUITION ASSISTANCE INFORMATION

TUITION ASSISTANCE PHILOSOPHY

Why tuition assistance is important to Bala House Montessori:

Bala House's need-based tuition assistance program enables students to attend our school regardless of a family's ability to pay full tuition. Our commitment to diversity includes socioeconomic diversity. The school is enhanced by enrolling students from varied socioeconomic backgrounds.

The family's responsibility:

While the cost of an independent school should not be an obstacle to applying for admission or attending that school, Bala House recognizes that the primary responsibility for financing an independent school education rests with the student's family. We also believe a family must look to all available resources, including grandparents or other family members, before and in addition to requesting tuition assistance from the school. It is our philosophy that certain lifestyle choices must be examined when a family applies for tuition assistance. These choices include, but are not limited to: owning valuable real estate, automobiles, etc., enrolling multiple other children in private schools; joining private dues-paying clubs; and/or choosing to have one parent at home full-time. In keeping with our philosophy of tuition assistance, families are expected to make some sacrifices. The above-mentioned choices are examples of factors a family would be expected to consider before requesting tuition assistance.

How tuition assistance decisions are made:

Tuition assistance decisions are made by the Tuition Assistance Committee, which is separate from Admissions. An application for tuition assistance in no way affects an applicant's opportunity to be admitted to the school. All tuition assistance decisions are made based on financial need without regard to a student's race, color, religion, ethnicity, or national origin.

TUITION ASSISTANCE MATERIALS

There are three steps which must be completed by families applying for tuition assistance. The deadline to receive all completed materials is **April 30th**.

1. Complete Bala House's Tuition Assistance Application Form and upload to the "School and Student Services (SSS) by NAIS" website at <https://sssandtadsfa.my.site.com/familyportal>.
2. Submit the online Parents' Financial Statement (PFS) form through SSS.
3. Upload a copy of your most recent 1040 Federal Tax Return (tax year prior to the school year for which you are applying), including all W-2's and appropriate schedules, directly to the SSS website.

*Optional Step – Submit a personal letter describing your request and any special circumstances directly to the School Director.

All financial information is held in the strictest confidence and is kept within the confines of the Tuition Assistance Committee.

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ADMISSIONS AND THE TUITION ASSISTANCE PROCESS

Applying for tuition assistance will not in any way impact the admission decision. Admission decisions are based upon the applicant's ability to participate constructively in the Bala House community.

New students are eligible to apply for tuition assistance after being offered an enrollment contract. After a completed enrollment contract has been submitted, the family can be considered for tuition assistance. Preliminary tuition assistance decisions are sent to the families by May 31st. Late applications for tuition assistance will only be considered as long as tuition assistance funds remain available.

The Tuition Assistance Committee must consider each family's ability to pay, and the availability of Bala House's tuition assistance funds. As a result, **it is possible that not every student who is admitted and who demonstrates financial need will receive a tuition assistance grant.** Tuition assistance applications and awards are for one specific school year. **You must re-apply for tuition assistance each school year.** In addition, if there are any changes to your school schedule or financial standing, you must resubmit your information, forms, and make the necessary changes to the PFS before the deadline. As circumstances do change, the committee cannot guarantee the same level of support each year.

TUITION ASSISTANCE INCOME REPORTING REQUIREMENTS

Parental divorce, separation, or remarriage are factors in the determination of tuition assistance eligibility. The assets of both parents are considered in the tuition assistance process.

Therefore, each parent (and her/his current spouse) must complete a separate tuition assistance application. It is the responsibility of one parent to encourage the other parent to complete the tuition assistance forms. The information is kept in the strictest confidence. In cases of divorce, separations, or never-married parents, one parent's information is never revealed to the other. If either parent fails to complete the tuition assistance application, the student's eligibility for tuition assistance may be jeopardized.

An estimated income of \$20,000 will be attributed to a parent who is not employed and has not reported unemployment compensation on their tax documents (in fairness to families in which all parents work).

Financial support from grandparents or other relatives should be reported on the PFS if not reported as additional income on tax documents.