



TUITION ASSISTANCE INFORMATION AND PROCEDURES 2016 – 2017 Academic Year

We recognize that affording a Saint Andrew's education can be challenging at times, and we strive to make our enriched school experience accessible to qualified students from families who embrace the mission of our School. To support our families, Tuition Assistance is available based upon a family's demonstrated financial need. Although it may not be possible to meet all requests for Tuition Assistance, Saint Andrew's Episcopal School makes every effort to accommodate as many families as much as possible to the extent that funds are available. All Tuition Assistance requests, documents and dollar amounts are held in the strictest confidence. Applying to participate in our Tuition Assistance Program does not affect any child's enrollment to or acceptance at our School.

Like many schools, Saint Andrew's follows the principles and procedures of the School and Student Service for Tuition Assistance (SSS) in Princeton, New Jersey. Basically, SSS analyzes the financial information from a family's Parents' Financial Statement (PFS) against standardized national norms, and generates an Estimated Family Contribution which is a third party, objective assessment of what that family should be able to contribute towards a student's annual education. The Tuition Assistance Committee at Saint Andrew's Episcopal School uses the SSS analysis as a guide in evaluating applications for Tuition Assistance and to determine the award amount and your family contribution. Detailed information about the SSS methodology and process, along with the required forms, are available on the website listed below.

APPLICATION PROCEDURES: Whether you are a **new** applicant or are **reapplying** for our Tuition Assistance Program from the prior year, please submit a new, confidential application to SSS by **February 1st**. Applications may be filed *after* this date, but applicants who observe this deadline will receive *priority* consideration. Failure to meet deadlines may prevent determination or significantly affect the Tuition Assistance award. After March 1st, you may be ineligible to receive funds due to the very limited availability of Tuition Assistance Program dollars.

Please complete the Parents' Financial Statement (PFS) by going to <http://www.sss.nais.org> and applying online. Please note that Saint Andrew's Episcopal School's code for this purpose is #6278.

Information required on the PFS form is the same as the information you report for Federal Income Tax purposes. However, *your 2015 Federal Tax return does not need to be finalized for you to complete the PFS; you may use estimated figures.*

If you based your PFS on estimated tax information, you must submit a copy of your 2014 tax return and your 2015 W-2 forms by February 1st, and then follow up with a copy of your 2015 tax return as soon as it is complete, or by April 16th at the latest. No award is final until the official 2015 tax returns are received.

Please enter all information on the PFS(s) carefully and thoroughly. The omission of any required information may cause a delay in the calculation of financial need and may reduce the aid award.

Required Documentation: Once you have submitted your PFS to SSS, you should upload the following required documentation to SSS as well.

- a) **Any information related to extenuating financial circumstances or any other elements that you wish to share that may be helpful to the Tuition Assistance Committee in its consideration of your application.**
- b) **A complete copy of your most recently signed and filed Federal Income Tax Form 1040, including all required schedules and attachments.**
- c) **A copy of your 2015 W-2 (s).**
- d) **A signed, undated copy of IRS Tax Form 4506-T, “Request for Copy of Tax Form”.**
- e) **A copy of the Business/Farm Statements: for self-employed parents only.**

Other Points to Consider:

There are no “black-and-white” criteria, income levels or formulas in determining a family’s eligibility for participation in our Tuition Assistance Program. Besides the Estimated Family Contribution recommended by SSS, the Tuition Assistance Committee of Saint Andrew’s Episcopal School considers numerous factors, including a family’s size, its assets and liabilities, special circumstances, other appropriate family resources, etc. Generally, the School expects parents to bear the primary responsibility for financing their children’s schooling, and expects both parents in a two-parent household to be employed.

Where parents are divorced or separated, the School believes that **both** remain jointly responsible for the costs of their children’s education whether or not there is legal agreement between them to do so. Consequently, in cases where there is joint or shared custody, **both** parents need to provide complete financial information. If either parent remarries, the financial information of the stepparent must be included on the PFS.

Parents file an updated SSS form for each year in which they want to participate in our Tuition Assistance Program. **Please note that it is the responsibility of the parent(s) to see that the paperwork for our Tuition Assistance Program is completed in a timely manner.**

If you have questions about the Tuition Assistance Program or your ability to qualify for participation in the Program, please contact Mrs. Lani Mah, Director of Admission, for a more detailed discussion about the Tuition Assistance Program.