

St. Paul's Episcopal Nursery School

Tuition Assistance Policy

Philosophy

St. Paul's provides aid to families who need tuition assistance. The granting of aid is at the discretion of the Tuition Assistance Committee ("the Committee") of the Board of Directors ("the Board"). The purpose of aid will be to facilitate economic diversity at the school, to provide assistance to families with temporary financial difficulties and to assist those who have suffered a catastrophic change in their financial situation.

Oversight

The Committee will be comprised of the Board Treasurer and two other members of the Board. The Committee will work with the Director and the Office Manager to review the circumstances of each request on an anonymous basis. The decision to provide aid will require agreement of a majority of the members. If total annual requests from all families exceed \$3,000 per year, the Board will determine the total amount of aid to be given. Discussion of the total annual amount of aid to be given may include the number of families receiving aid and the level of aid being given to individual families. The details of any individual's tuition assistance request will not be discussed with the full Board.

Guidelines

1. The requesting family must complete the Tuition Assistance Application in the attached format. If possible, these requests should be submitted by April 1st in order to review them prior to payment of the first month's tuition. Additional requests will be reviewed throughout the year at the discretion of the Committee.
2. Aid should be based on need and the family's ability to pay. Aid should not typically exceed 50% of the annual tuition of the family, including multiple children if applicable.
3. If tuition assistance is requested for more than one year, a new Tuition Assistance Application must be completed and reviewed each year.
4. Payment plans will always be available for families that cannot meet the normal payment schedule. The Committee will approve the payment plan.
5. Families who do not pay their tuition in accordance with the Financial Agreement entered into by all families at the beginning of each school year, have not applied for approval of a payment plan or have not made a financial aid request are subject to denial of admission. These families will be given two months written notice to arrange a payment plan or submit a financial aid request. Within thirty (30) days from giving this notice of program denial, the student(s) will no longer be authorized to attend class. No child will be prevented from attending class in the student's presence.

St. Paul's Episcopal Nursery School
1066 Washington Road
Pittsburgh, PA 15228

Tuition Assistance Application

Family Name _____ Birthdate _____

Home Address _____ Phone _____

Children in the Family	Class Attending	Tuition

Others living in the home: _____

I can afford to Pay _____
(Circle One) - Per Year Per Month

Amount of Aid Requested – 10% 25% 33% 50% Other Specify _____
(Circle One)

Father's Name _____ Address _____ Phone _____

Employer _____ Address _____ Phone _____

Mother's Name _____ Address _____ Phone _____

Employer _____ Address _____ Phone _____

Total family income last year before taxes: \$ _____
(Attach copies of ALL W-2 forms **and** Federal Tax Returns for most recent calendar year.)

Total family income anticipated this year: \$ _____

I/We give my/our permission for the Director to verify information about income with my/our employer(s).

Parent Signature

Is there anything else you would like us to know?

Other organizations contacted for assistance: _____

Are you a member of St. Paul's Episcopal Church? _____

To the best of my knowledge this information is accurate.

Parent Signature

Date