



Tuition Adjustment Program 2017-18

Prairie Hill Waldorf Tuition Adjustment Philosophy

Prairie Hill Waldorf School is committed to actively seeking a student body that is socio-economically diverse. Our Tuition Adjustment Program supports this goal by making Waldorf education accessible to families of varying economic backgrounds. In return, we seek families who are committed to making this important financial and personal investment in their child's future.

Prairie Hill dedicates approximately 12% of its gross tuition income to need-based tuition reduction. Last year net tuition covered **only 76%** of the school's operating costs. It is expected that parents applying for tuition adjustment will thoroughly examine their financial status and other available sources of support prior to asking Prairie Hill Waldorf School for assistance. We expect all parents to contribute honestly toward tuition, including seeking employment in order to help defray educational expenses.

New this year Prairie Hill Waldorf School will process all payments as well as tuition adjustment through FACTS Management. Please log in at <https://online.factsmgmt.com/signin/3Zmm2>. You may use your current user name and password or if you don't have one you can create one. FACTS, with input from parents, calculates an estimated tuition amount. This estimate, along with additional information requested by the school, enables the school to make fair and objective decisions regarding tuition adjustment. (See the checklist for Tuition Adjustment).

Tuition Adjustment is considered separately from the admissions process and only after a student has been accepted. Families are expected to apply annually, as family circumstances and the annual allotment of available funds for tuition adjustment may change.

Key Information

- Tuition adjustment is available for children in 5-full day Kindergarten and children in Grades 1-8. Students in the 3-day Wonder Garden/Kindergarten programs are not eligible for tuition adjustment.
- All paperwork and enrollment fees must be completed **by April 24, 2017** to be considered for adjustment.
- Parents who live separately and are divorced or who have never been married must complete separate applications.
- Support comes in the form of a **reduction** in the family's gross tuition.
- Adjustment will not exceed 50% of the gross tuition. Most tuition reductions typically range between 10% and 40% of total tuition.
- Tuition Adjustment is limited and not intended to subsidize discretionary lifestyle choices.
- Before considering any reduction, the Tuition Adjustment Committee will examine the resources available to the student and family, the completed FACTS form, the monthly budget worksheet, paystubs, W2's and tax returns for the previous year. In cases of separation or

divorce, the Tuition Adjustment Committee will request copies of any legal documents relating to the payment of private school tuition. Beyond the payment of tuition, the committee will not become involved in any financial arrangements between parents.

- **The Tuition Adjustment Committee reviews all applications. During this process, the committee may contact you by phone or in person to review your application. You will receive a written notification of the committee's decision in the mail.**
- You are required to participate in an in-person Registration meeting with the Business Administrator within 2 weeks of receiving your Tuition Adjustment award.
- Should the parents think the committee has missed or overlooked something in making its decision, the parents may provide the school a **written appeal letter stating specifically what has been missed** and provide any additional financial information that would help the committee in its work.
- Please call Jeanne Ring, Business Administrator, to set a convenient time to meet and complete your contract and the FACTS payment plan form.

Thank you,

Jeanne Ring
Business Administrator
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