



February 2017

Dear Prospective Parent:

As a social practice, the Prairie Hill Waldorf School **Tuition Adjustment Program** plays a major role in contributing to the success and health of our diverse school community. Prairie Hill Waldorf School strives to adhere to the principle of supporting accessibility for all qualified students who seek a Waldorf education, while remaining responsible to our economic obligations.

We understand that the Tuition Adjustment process can seem overwhelming. For that reason, administrative staff is available to answer your questions either over the phone or in person. Please contact us to schedule a time that is convenient for you.

**Please return the completed information to the Administrators Office.**

- "Tuition Adjustment Request 2017-2018" form **completed and signed**
- "PHWS Tuition Adjustment Worksheet" form **completed**
- "Parents as Partners" form (from the enrollment packet) **completed and signed**
- "Tuition Contract 2017-2018" form, (from the enrollment packet) completed and **unsigned**
- Check for total \$200 per family Enrollment Fee (the fee will increase to \$400 on April 25)
- Create an account and complete the on-line tuition adjustment section on FACTS @ <https://online.factsmgt.com/signin/3zmm2>. Fees apply.  
**Please note that separated/divorced parents are responsible to submit an individual, separate FACTS application.**
- Copy of final divorce decree, child support agreement or any other agreement between parents if new or updated from the year before.
- A copy of your 2016 **Federal and State tax returns and all Schedules**
- 2016 W2 for each parent
- A copy of two most recent pay stubs for both parents

For any questions you may have about the Tuition Adjustment process or to receive additional forms please contact Jeanne Ring or our Admissions Coordinator, Liz Torinus.

Sincerely,

*Jeanne Ring*

Jeanne Ring  
Administrator  
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