

Tuition Adjustment Request 2018-2019

Must be complete and returned with all Tuition Adjustment Paperwork by April 20, 2018

Parent/Guardian: _____ Phone: _____

Email: _____

STUDENT INFORMATION

Name of Student (oldest to youngest)	Grade for 2018-2019	Stated Tuition with Sibling discount
(Oldest) _____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
	Tuition Total	\$ _____

TUITION ADJUSTMENT REQUEST AMOUNT (must be completed)

_____	-	_____	=	_____
Total Tuition Due (from above)		Tuition Adjustment Request (amount of discount you are requesting)		Balance of Tuition Amount that is your responsibility

Information for Current Families:

- It is the parents' responsibility to keep all their accounts current.

Information for New Families:

- Requests for Tuition Adjustment need to be submitted within 30 days of acceptance of the student.

AGREEMENT – I have read and understand my/our responsibilities

I have read, understand my/our responsibilities and agree to the terms, conditions and policies of the Tuition Adjustment Program. As the receiver of Tuition Adjustment from Prairie Hill Waldorf School for my child(ren), I agree that I carry the responsibility to maintain the confidentiality of this agreement. I agree not to disclose any confidential information regarding my participation in the Tuition Adjustment program nor my tuition amount. Violation of this Confidentiality Agreement is grounds for the tuition adjustment agreement being withdrawn or altered.

This agreement is the entire agreement with respect to **confidential information** and supersedes any previous statements or agreements, whether oral or written. This document must be signed by both parents if married or a separate document filled out when the parents are divorced.

Signature of Parent (Guardian)

Date

Signature of Parent (Guardian)

Date

Signature of PHWS representative

Date



February 2018

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 Administrator's Office.

- "Tuition Adjustment Request 2018-2019" form **completed and signed**
- "Parents as Partners" form (from the enrollment packet) **completed and signed**
- "Tuition Contract 2018-2019" form, (from the enrollment packet) completed and **unsigned**
- Create an account and complete the on-line tuition adjustment section on FACTS @ <https://online.factsmgmt.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.

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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jring@prairiehillwaldorf.org