



Tuition Adjustment Program

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 14% of its gross tuition income to need-based tuition reduction. Last year net tuition covered only 74% 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.

Steps to Apply

1. You must submit an application and application fee prior to applying for tuition adjustment.
2. Fill out and sign the tuition adjustment request form.
3. Create a FACTS account and fill out the on-line tuition adjustment application. (see below for more details)

Prairie Hill Waldorf School processes 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.

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 and 5 half day Wonder Garden/Kindergarten programs are not eligible for tuition adjustment.
- All paperwork and enrollment fees must be completed **by April 16th** to be considered for adjustment for the upcoming school year. (This deadline does not apply to families enrolling mid-year.)
- 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, and any other information the family wishes to share. 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 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, Administrator, at (262) 646-7497 to set a convenient time to meet and complete your contract and the FACTS payment plan form.



Tuition Adjustment Request

Must be complete and returned with all Tuition Adjustment Paperwork by April 16th (Deadline does not apply to mid-year enrollments)

Parent/Guardian: _____ Phone: _____

Email: _____

STUDENT INFORMATION

Name of Student (oldest to youngest)	Grade	Tuition Total
(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

Families applying for Tuition Adjustment are not eligible for Prairie Hill's sibling discount program

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