

Escuela del Sol Montessori Tuition Assistance Policy and Procedures

Purpose

Escuela del Sol Montessori is committed to fostering an inclusive community by providing financial support to families who demonstrate need. The Tuition Assistance program aims to make our education accessible to a broad spectrum of families, enhancing the diversity and inclusivity of our school.

Eligibility

Tuition assistance is available to all enrolled families at Escuela. Awards are based on demonstrated financial need, as assessed through the submission of the Financial Aid for School Tuition (FAST) application. The financial circumstances of each applicant are evaluated without discrimination.

Application Process

1. **Submission:** Families seeking tuition assistance must complete the FAST application by the established deadline. This secure and confidential third-party service assesses a family's financial profile and provides a report to Escuela del Sol Montessori School for review.
2. **Required Documents:** Applicants must submit supporting financial documents as required by the FAST system, including tax returns and other relevant financial information.
3. **Confidentiality:** All information provided by applicants will be kept confidential and used solely for the purpose of determining tuition assistance eligibility and award amounts.

Review Process

1. **Business Manager:** The Business Manager will conduct an initial review of the FAST applications and financial data, ensuring all necessary documents are in place and the assessments are complete.
2. **Executive Director:** After the Business Manager's review, the Executive Director will further evaluate the financial data in collaboration with the Business Manager, considering the family's overall circumstances and the school's budget for tuition assistance.
3. **Finance Subcommittee:** The Finance Subcommittee of the Board of Trustees work with the Business Manager and Executive Director to finalize the tuition assistance awards. The subcommittee operates under the school's strict confidentiality guidelines to ensure the privacy of applicants.
4. **Award Determination:**
Tuition assistance decisions are based on demonstrated financial need, with preference given to students already enrolled at Escuela del Sol Montessori to enable continuity. The school rarely, if ever, provides total tuition assistance to any one student. Rather, the

goal is to help as many families as possible by providing partial assistance.

Other factors considered may include:

- The total number of applicants
- Enrollment trends and available funds
- Families' ongoing commitment to the school community

5. **Final Approval:** The Finance Subcommittee, in coordination with the Executive Director and Business Manager, will make final decisions regarding tuition assistance awards.

Notification

Families will be notified in writing of their tuition assistance award decision. The award will be credited directly to the family's tuition account for the applicable school year. If a family's financial circumstances change, they must inform the school promptly for reassessment.

Annual Review

Tuition assistance is awarded on an annual basis. Families must reapply each year through the FAST system to be considered for continued assistance. Continued support is contingent on sustained financial need and available funds.

Appeals

If a family believes their application was not properly assessed, they may submit an appeal in writing to the Executive Director within two weeks of receiving their award notification. The appeal should include any additional documentation that might impact the assessment.

Deadlines and Timeline

- **Applications Open:** December 1
- **Application Deadline:** February 28
- **Notification of Awards:** March 15

Budget Limitations

Tuition assistance is subject to the school's budget for the program. While Escuela del Sol Montessori strives to assist all qualifying families, awards may be adjusted based on available funds.

Non-Discrimination

Escuela del Sol Montessori does not discriminate on the basis of race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, or disability in its administration of tuition assistance.