

CHILDREN'S HOUSE OF NASHVILLE - FINANCIAL AID FOR TUITION ASSISTANCE POLICY

Because our tuition assistance program is funded by charitable giving we want to assure that those funds are appropriated to families with demonstrated need. To do so, Children's House partners with School and Student Services (SSS) by the National Association of Independent Schools (NAIS) in our tuition assistance financial aid process. Children's House uses the SSS recommendation as a guideline in determining the award to be offered. We require that parents submit a Parent's Financial Statement provided by SSS. This application is available at our website, www.childrenshousenashville.org.

IMPORTANCE OF DEADLINES:

- It is imperative that families applying for tuition assistance, both new and returning, meet the application and document submission deadlines. There is often more demand for assistance than funds available. No guarantees can be made for consideration or availability of funds for families whose documents are received after the published deadline. All required documents must be submitted by February 1 of the year of application.
- Tuition assistance awards are good for one year. Families must reapply each year.

STEPS TO APPLY:

- Contact the school director at 615-298-5647, rhonda.mckay@childrenshousenashville.org or access tuition assistance information online at sss.nais.org.
- Tuition assistance materials (including the PFS Form) are available on our website each December for the next school year. There is a non-refundable application fee payable to SSS.
- By **February 1**, submit all documents to SSS, including:
 - PFS form
 - W-2 and/or 1099 forms or other appropriate forms, as requested (details in *Applying for Financial Aid* information)
 - Signed copy of the appropriate year's tax return, including all schedules (details in *Applying for Financial Aid* information).
- Tuition Assistance award notifications will be made in a timely manner during March and April.

POLICIES AND PRACTICES:

- Children's House practices a "need blind" admission policy in regard to tuition assistance. A request for tuition assistance does not influence the admission decision.
- All of child's parents/guardians are expected to provide income to be considered for tuition assistance award. If no income is stated on PFS for a guardian, an amount equal to 120% of annual, full time, minimum wage will automatically be imputed as income on PFS for the calculation of need.
- Children's House reserves the right to request verification of all documents and statements made on PFS.
- All documents are subject to audit by a CPA external to Nashville.
- Tuition assistance awards will be made on the basis of demonstrated need and awarded as follows:
 - 90% of need as specified in SSS's expected family contribution (EFC) after verification of documents and parent input on Parent Financial Statement OR
 - 100% of the amount family states on PFS that it can afford to pay, if greater than the EFC provided by SSS.
- If demonstrated need of applicant pool exceeds funds available, the names of applicants who have met submission deadlines will be selected randomly for awards.
- Recipients of financial aid are not subject to special standards or other requirements that would treat them unequally.
- Children's House regards all financial information as confidential and expects the family to do the same.