

Tuition Assistance Overview **New TMA Families: 2019 – 2020**

Dear Parents,

We believe the primary responsibility for financing a student's independent school education rests with the family. However, we also recognize the need to provide assistance to retain a broad spectrum of students in concert with The Montessori Academy's mission. Tuition Assistance is awarded by the academic year. Parents must apply for Tuition Assistance each year to be considered. Please be advised that you may not receive the same Award amount each year. Your financial information is confidential and guarded closely.

- The Toddler program does not qualify for Tuition Assistance.
- Auxiliary fees are not part of a Tuition Assistance Award.

Please note the following important information:

- New families may apply for aid after their child is accepted at The Montessori Academy Edison Lakes (TMA)
- The Montessori Academy Edison Lakes uses FACTS Grant & Aid to process applications.
- The FACTS Grant & Aid application is completed on-line and has an annual fee of \$35.00 per family payable to FACTS Grant & Aid on their website at the end of the session.
 - Families applying for Tuition Assistance must turn in the enrollment contract, Family Information form, Tuition Assistance contract amendment and a \$250/child tuition deposit to TMA before applying on-line with FACTS Grant & Aid.
 - After completing the online application, you will be required to upload or fax your 2018 tax returns for both state and federal taxes with all schedules, 1099's and W-2's to FACTS Grant & Aid. Also, please provide supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF. These are required for verification of the information submitted to FACTS Grant & Aid. Please upload pdf forms or fax to 866-315-9264 (include applicant ID).
 - You may apply for more than one student on the same FACTS Grant & Aid application. *Siblings not currently enrolled at TMA must have an application on file at the school with the Admissions office.*
- Divorced or separated parents must each file a separate on-line Tuition Assistance application.
 - Applicants should provide all necessary information as to each parent's legal obligation to pay tuition.
 - Tuition Assistance Awards are proportioned per each parent's demonstrated need and each parent's financial obligation for tuition.
- Regardless of primary custody, FACTS Grant & Aid on-line applications are required for **all adults contributing financially** & living in the household of the child.
- Tuition Assistance is awarded as a percentage of the tuition.
- Awards are made annually based on financial need, enrollment needs of TMA, parent volunteer commitment and maintenance of a population consistent with our mission.

Time Line:

- New families may apply for tuition assistance when their child has been accepted to TMA and offered an enrollment contract.
- The enrollment contract, family information form, tuition assistance contract amendment & non-refundable \$250 deposit* is required within 10 business days of being accepted to TMA.
 - TMA will allow withdrawal from the contract agreement if the Award is deemed insufficient & verified by the FACTS Grant & Aid recommended family contribution amount. In addition, the family must notify the Assistant Head of School for Finance & Operations regarding the withdrawal request, in writing, within 10 business days of receiving the Award.

Awards for new enrolling families are made by TMA in May – June 2019. If additional funds are available after this time period, TMA will continue to offer assistance Awards to applicants. Acceptance of the Award agreement must be returned within 10 business days of receiving the Award letter. Any Award not accepted by this date will be returned to the financial aid pool and the Offer will be null & void.

FACTS Grant & Aid On-line application process

Overview:

The Montessori Academy uses FACTS Grant & Aid to process applications. FACTS Grant & Aid will be the standard submission format for all applications.

FACTS Grant & Aid does not decide whether Tuition Assistance will be given or how much to give; rather FACTS Grant & Aid provides a need-based Tuition Assistance analysis service which includes a recommendation of what a family should reasonably contribute toward tuition. All information from FACTS Grant & Aid is kept confidential.

Results are reviewed by the Financial Aid Committee which makes recommendations based on next year's budget. Upon approval by the Committee, Tuition Assistance Offers are then sent to families.

Instructions:

To start the process, please log onto the FACTS Grant & Aid site at:

<https://online.factsmgt.com/signin/4DT7V>

- As a reminder, you must reapply each year.
- The application process is self-guided. You may navigate in and out of the program allowing you to partially complete an application and go back to it at another time. Online e-mail and a 24/7 helpline is provided. Please do not call the school with questions.
- After completing the online application, you will be required to upload or fax your 2018 tax returns for both state and federal taxes with all schedules, 1099's and W-2's to FACTS Grant & Aid. Also, please provide supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF. These are required for verification of the information submitted to FACTS Grant & Aid. Please upload pdf forms, with a size less than 20 MB, or fax to 866-315-9264 (include applicant ID). Please do NOT use your mobile device to photo copy required documentation due to problems with legibility.
- New Families should complete the online applications and submit all tax information to FACTS Grant & Aid as soon as possible to be considered for the tuition assistance program.
- Applications with incomplete information cannot be processed by FACTS, and will not be considered by the Tuition Assistance Committee until complete information is submitted.
- Submitting false or deliberately misleading information is grounds for immediate revocation of any Tuition Assistance Offers, Awards, and agreements; and will result in a **permanent** ban on applying for any future Tuition Assistance.
- Contact Susan Finster, Assistant Head of School for Finance & Operations, The Montessori Academy Edison Lakes with questions: 574-256-5313 ext 211 or SFinster@tma-el.org

Tuition Assistance Contract Amendment

I/We are applying for Tuition Assistance for the 2019 - 2020 school year.

Family Information

Children for whom aid is being requested:

Name _____ Date of Birth _____ Program _____

Name _____ Date of Birth _____ Program _____

Name _____ Date of Birth _____ Program _____

	Mother	Father
Name		
Home Address		
Home Phone Cell Phone Email address		
Occupation		
Place of Employment		
Business Address		
Business Phone		
Name and Address to which correspondence should be sent		

Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Never Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other _____
Children(s) Principal Residence	<input type="checkbox"/> Both Parents <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Stepfather <input type="checkbox"/> Stepmother <input type="checkbox"/> Grandparents <input type="checkbox"/> Other _____

- If parents are divorced or separated, please state financial obligation of the non-custodial parent. If the non-custodial parent claims no financial responsibility, or limited financial responsibility for education expense, submit appropriate documentation, such as a court decree. Tuition Assistance Awards are proportioned per each parent's demonstrated need and each parent's financial obligation for tuition. Regardless of primary custody, FACTS on-line applications are required for **all adults contributing financially** & living in the household of the child. Incomplete submissions cannot be processed.

Tuition Assistance Contract Amendment (continued)

I agree to the following:

I will return this form (Tuition Assistance Contract Amendment), the enrollment contract, Family Information form, and a \$250/child tuition deposit.

I will go on-line to complete the FACTS Grant & Aid application.

I will submit my 2018 tax information to FACTS Grant & Aid. I will include the complete tax return (state return, federal return, W-2's, 1099's, all schedules, etc.).

I understand that Tuition Assistance offers are extended in the order in which they are received and I will complete the steps listed above as soon as possible.

Tuition Assistance is awarded as a percentage of the child's tuition. One or Both parents, including separated or divorced parents, must sign this amendment and the enrollment contract for Tuition Assistance to be awarded.

Signature of Parent, legal guardian or custodian

Date

Signature of Parent, legal guardian or custodian

Date