



## Urban Oak School Tuition Assistance Policy

Urban Oak School admits students without regard to the ability of a student's family to pay educational costs. Tuition assistance offers are based on a combined assessment of a family's financial need and the school's budgeted funds available. There is always a greater demand for assistance than there are resources. Urban Oak School values and actively seeks a student body that reflects the ethnic, racial, cultural, and socioeconomic diversity of the area. Our tuition assistance program supports this diversity by making the school more accessible to families of varying economic backgrounds. While demonstrating this commitment by dedicating a percentage of gross tuition income of the school's annual budget to need-based support reflected in discounted tuitions, Urban Oak also recognizes that the primary responsibility for financing a student's independent education rests with the family. It is expected that families applying for assistance will contribute honestly toward their child's tuition by first assessing their financial status and turning to other sources to help defray education costs before asking Urban Oak School for assistance. While our aim is to assure the possibility of a Waldorf-inspired education to all who desire it, our ability to do so is limited.

**Deadlines** Returning families must submit an application by May 1 for the following school year. Applications for new families will be reviewed by the Tuition Assistance Committee in the order they are received and to the extent funds are available.

### **Needs Assessment Process**

In order to fairly determine a family's financial need, Urban Oak School uses a needs analysis administered by third-party assessor TADS ([www.MyTADS.com](http://www.MyTADS.com)). A family's total income, assets, number of dependents, cost of educating all children in fee-charging institutions, extraordinary expenses, and retirement needs are all taken into consideration. Either the family or a Tuition Assistance Committee representative may request a conversation to discuss a family's financial need before making an assistance determination.

The Tuition Assistance Committee's decisions are influenced by availability of funds, the number of applicants, the needs within specific classes, and overall need, on a year-to-year basis. After the first year of enrollment, Urban Oak will consider tuition assistance requests from returning students first.

### **Forms and Documents Needed to Apply for Tuition Assistance**

A financial need analysis will be administered by third-party assessor TADS, which a family initiates through the TADS website. TADS provides the results of the analysis to the School, along with the financial documents a family has provided to TADS.

The TADS On-Line Application and application fee are submitted directly through TADS at [www.MyTADS.com](http://www.MyTADS.com). When there, choose "Apply for Financial Aid." To prepare for the application, families should prepare a Financial Aid Application Worksheet, available on the TADS website at [http://www.tads.com/resources/FA/TADS\\_FA\\_Worksheet.pdf](http://www.tads.com/resources/FA/TADS_FA_Worksheet.pdf).

The following items are required to be submitted to TADS:

- TADS On-Line Application, which includes an opportunity to upload a written explanation of financial factors not addressed in the Application or evident in the financial documents;
- TADS Application fee of \$34 (paid directly to TADS on its website);

- Signed and complete copies of the previous year's Federal, State and City tax returns for both parents;
- All W-2 and/or 1099 and/or business tax returns;
- Copies of two most recent pay stubs for each parent.

It is Urban Oak's policy to consider both parents' financial resources in evaluating a family's need. In the case of separated, divorced, or never-married parents, both parents must file separate Financial Aid forms with TADS. This requirement is waived only under extraordinary circumstances.

### **Process for Determining Tuition Assistance**

The Tuition Assistance Committee reviews the financial analysis prepared by TADS along with supporting documentation from families. In some cases, the Committee may determine that a meeting with the family is required in order to better understand the needs of a specific family. In these cases, a member of the Committee will contact the family to set up a meeting.

The Tuition Assistance Committee determines final awards after review, discussion, clarification and comparison to similar family situations. The Committee sends a written letter of award to applicants the amount of tuition assistance offered.

Appeals of tuition assistance awards may be made in writing, addressed to the Tuition Assistance Committee, and must include additional information and/or describe special circumstances occurring since the submission of the original application. An interview may be arranged by the Committee to fully understand the family's financial situation.

### **Guidelines**

- **Families must re-apply each year for tuition assistance.** While the School cannot guarantee financial support beyond any single year, the goal is to continue offering an award consistent with a family's demonstrated need when possible.
- Priority is given to currently-enrolled grade school, kindergarten and nursery students in that order, before applications from new families are considered.
- An award may be reevaluated at any time if there is a material change in a family's ability to pay tuition.
- The Committee reviews procedures and policies annually and reserves the right to make changes.
- Families with outstanding tuition arrears are not eligible to apply for tuition assistance. Additionally, Urban Oak School has the right to cancel Tuition Agreements for families whose arrears remain unpaid at the beginning of the school year for which the award was granted.

**Disclosure Requirement** Awards are based on information provided by the family, and families are expected to fully disclose all relevant financial information during the application process. If Urban Oak School determines that a family knowingly failed to disclose material information, any tuition assistance award may be rescinded immediately upon notice to the family. Urban Oak School treats all financial information provided by families as confidential and secure.

*Urban Oak School admits students of any race, color, national or ethnic origin, faith, family structure, gender, gender identity, or sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, faith, family structure, gender, gender identity, or sexual orientation in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.*