

Stanley British Primary School's Financial Aid Program is an integral part of the educational program for the school and supports a continuing commitment to diversity of all kinds. Twenty-nine percent of Stanley BPS students receive aid toward tuition costs.

Stanley BPS is committed to need-based tuition assistance. Stanley BPS works with an independent financial aid vendor, Schools & Student Services, also known as SSS. Parents/guardians provide SSS with both their Parents' Financial Aid Statement (PFS) and tax return information. Stanley BPS award decisions are based solely on need and guided by the information provided in the PFS form, tax returns and the Estimated Family Contribution analysis provided by SSS. All parents who feel they need assistance in paying tuition should apply.

The Financial Aid Committee makes all financial award decisions and meets on a regular basis prior to contracts being mailed. It is necessary for the Committee to have all required materials completed and submitted to SSS in order to make awards.

ALLOCATION PRIORITIES

The priority for financial aid awards is:

- First, to currently enrolled students receiving assistance
- Second, to currently enrolled students requesting assistance for the first time
- Third, to incoming siblings of currently enrolled students
- Fourth, to new student applicants

KEY INFORMATION

Reapplication Required for Returning Families with Aid: The families who have received financial assistance in the current year and wish to continue to receive aid **must reapply each year**. If the family's ability to contribute to the student's education increases, the level of assistance will decrease. If the family's ability to pay decreases, Stanley BPS will make every effort to raise the level of assistance. However, tuition assistance never can be entirely guaranteed.

Change in Financial Situation for Returning Families Presently Not Receiving Aid: The Financial Aid Committee will do its best to meet the needs of current families who are requesting tuition support for the first time, due to a changed financial situation. There is no need to provide any additional detail regarding the change in financial circumstances—the information provided to SSS is sufficient.

Families New to Stanley BPS: Applications for tuition assistance for new students are considered independent of the admission process and awarded solely on the basis of need, using the family's SSS financial aid form called the Parents' Financial Statement (PFS), tax returns, and the Estimated Family Contribution analysis provided by SSS as guidelines. Should the committee require any other documents to substantiate information, the family will be notified.

SUBMISSION SPECIFICS

Divorced and Separated Parents: In the case of divorced or separated parents, the committee requests that both natural parents submit the School and Student Services PFS (Parents' Financial Statement) form. It is the responsibility of the custodial parent to ask the non-custodial parent to submit the necessary forms. Should either of the natural parents be remarried, the stepparents' financial data also will be considered. The financial responsibilities to the stepparents' children will be taken into account. The committee realizes that these can be sensitive situations and it is their intention to decide each case on its own merits, taking into account special circumstances when necessary.

Unmarried Partners: Unmarried partners raising a child together both need to submit information on the School and Student Services PFS (Parents' Financial Statement) form and their individual tax returns for the required years.

Employment Considerations: The Financial Aid Committee expects families applying for assistance to demonstrate a reasonable effort to secure personal resources to provide for their child's education at Stanley. It is up to the committee's discretion to include a minimum "other parent income" if one parent chooses to be unemployed when analyzing the family's ability to pay. For all families, providing for an independent school education must be a priority within individual budgets.

Present and Expected Income: The Financial Aid Committee will take into account a family's entire financial picture, including expected income for the year in which tuition assistance will be given. Overtime and non-guaranteed income will be considered when determining the family's ability to pay.

Before and After School Costs: Only tuition for the academic program and Extended Day are considered for aid. Families receiving aid for school tuition will receive 50% aid for Extended Day.

Confidentiality: All records and correspondence are held in the strictest confidence. The only people who have access to the financial aid files are Head of School, Director of Finance and Operations, Director of Admission, and members of the Financial Aid Committee.

Unpaid Current Tuition: Financial aid can **only** be awarded to returning students if their tuition and program fees for the current year are paid to date. Unpaid tuition jeopardizes financial aid applications.

APPLICATION STEPS

Submitting the Application – Now ONLY Online: Financial aid applications are now only accepted online at www.sss.nais.org/parents. Paper submissions will not be accepted. There are several help screens and a phone number to assist you with any problems, procedural or technological. The site also has a very helpful FAQ (Frequently Asked Questions) section to assist you.

Stanley BPS will also be offering several help sessions to assist families with form submission. **Please review the attached list of key items to bring to the Help Sessions.** Childcare will be provided. There is no need to RSVP and parents may attend multiple sessions if needed.

Financial Aid Help Sessions FOR RETURNING AND NEW FAMILIES

Tuesday, November 5, 2013 7:00 P.M. to 8:30 P.M.

Tuesday, December 3, 2013 7:00 P.M. to 8:30 P.M.

Financial Aid Help Sessions FOR NEW FAMILIES

Thursday, January 9, 2014 7:00 P.M. to 8:30 P.M.

Childcare will be provided at all sessions.

Tax Forms Now Only Sent Directly to SSS: Stanley BPS will no longer accept tax return forms. All tax forms must be separately sent to SSS. As part of the financial aid process, you will be required to send your 2013 tax forms to SSS. The due date to send your 2013 tax forms to SSS is **Sunday, June 1, 2014**. Tax forms can be electronically uploaded or sent via mail. Please allow at least 10 days before the final deadline to ensure your documents have been received by SSS. We recommend you send documents via mail no later than mid May of 2014.

APPLICATION DEADLINES

The application deadline is **Monday, December 16, 2013** for returning families and **Wednesday, January 15, 2014** for new families. Applications processed after the deadline, will be reviewed in the order they are received. Please remember to retain a copy of all materials submitted for your records.

Late Applications: We will continue to accept and consider new financial aid applications received after the deadlines, but awards will be made first to those applicants meeting the original deadline. Should any funds remain, awards will be made to applicants received after the deadline.

Appeals Process: Any request for review of the aid decision must be made in writing to the Financial Aid Committee. Additional information may be requested from the applicant. Please address your appeal to:

Financial Aid Committee
c/o Laurie Saltzman
Director of Finance and Operations
laurie@stanleybps.org

NOTIFICATION

You are notified regarding your financial aid award amount in the following ways:

Returning Families	Your financial aid award amount will be in the re-enrollment contract package that will be mailed to you in late January 2014.
New Families	Your financial aid award amount will be provided to you when you are notified of your admission decision in late February or early March 2014.

Award Forfeiture: Please keep in mind that your award amount is valid up to the acceptance contract date. If you submit your enrollment contract and deposit late, your award is forfeited. Therefore, it is crucial that applicants meet all required deadlines.

QUESTIONS

If you have any questions about the process, please contact Laurie Saltzman at 303/537-7842 or laurie@stanleybps.org.

KEY ITEMS TO BRING TO HELP SESSIONS

Types of Questions You'll Answer in the PFS	Information to have handy to answer these questions
<p>Questions about your family's income ("what you earn and receive")</p> <ul style="list-style-type: none"> You will answer questions about income that is taxed and income that is not taxed. Questions about "taxable income" cover salaries/wages earned by parents and children; alimony; and taxable dividends or interest income. Questions about "non-taxable" income cover child support, social security benefits, etc. 	<ul style="list-style-type: none"> <input type="checkbox"/> W-2 and/or 1099 form(s) <input type="checkbox"/> IRS Form(s)1040 or 1040a <input type="checkbox"/> Social Security statements (SSA-1099 forms) <input type="checkbox"/> A sum of the child support you actually received
<p>Questions about the value of your assets ("what you own")</p> <ul style="list-style-type: none"> Be ready to answer questions about the value of your home and what you pay. The PFS will also ask you about the vehicles you own and about investments and retirement plan accounts. 	<ul style="list-style-type: none"> <input type="checkbox"/> Mortgage principal balance statements for your home(s) <input type="checkbox"/> Lease or finance statements showing the amount owed on vehicles <input type="checkbox"/> Bank, investment, and/or mutual fund account statements <input type="checkbox"/> Retirement Plan account statements
<p>Questions about your debts ("what you owe")</p> <ul style="list-style-type: none"> These include questions about the amount you owe on your credit cards, as well as other debt you have incurred. 	<ul style="list-style-type: none"> <input type="checkbox"/> Credit card statements <input type="checkbox"/> Bills/account statements showing major debt outstanding (for past educational expenses, past legal or funeral expenses, damage from natural disasters, etc.)
<p>Questions about how much you pay for educational expenses for all your children (not just the children for whom you are applying for financial aid).</p> <ul style="list-style-type: none"> The PFS also asks HOW you pay for these expenses – that is from what sources (your own funds, loan, friends/family, etc.). 	<ul style="list-style-type: none"> <input type="checkbox"/> A sum of the expenses you pay for school, college, and childcare for EACH of your children.
<p>Questions about other family expenses</p> <ul style="list-style-type: none"> These will include questions about medical and dental care expenses that weren't covered by insurance; and questions about cost of camps, lessons/tutors, and vacations. 	<ul style="list-style-type: none"> <input type="checkbox"/> A sum of the expenses you paid for medical/dental premiums, as well as non-reimbursed amounts <input type="checkbox"/> A sum of expenses for camps/lessons/tutors <input type="checkbox"/> A sum of the expenses for vacations taken by all members of the family.