



ISDENVER FINANCIAL ASSISTANCE APPLICATION PROCEDURE 2019-2020 SCHOOL YEAR

Each year, the International School of Denver (ISDenver) Board of Directors designates a limited amount of financial assistance to be awarded to qualifying families whose children attend the school full-time.

Philosophy

ISDenver financial assistance policies are written to meet the financial need of families, to support socio-economic diversity, and to support the mission of the school.

Our inclusive, globally minded community develops highly motivated and academically successful bilingual learners. ISD students are inter-culturally adept and make positive contributions in a complex world.

Key Information

- Need for financial assistance must be demonstrated to the school's Financial Assistance Committee by **annual** submission of the School Student Service (SSS) Parents' Financial Statement (PFS). While the school attempts to meet all demonstrated need, the total available funds may meet only a portion of the need indicated by SSS.
- Financial Assistance applies solely to tuition. The maximum amount allotted per child (excluding extra-curricular activities, daycare, camps, bus, lunch, activity fee, work bond, tuition insurance, etc.) is:
 - 30% of base tuition for students in K1 and K2;
 - 40% of base tuition for K3 students;
 - 50% of base tuition for 1st – 5th grade students;
 - 85% of base tuition for 6th, 7th and 8th grade students
- Priority in awarding financial assistance is based on serving the overall goals of the school, including retaining returning students and sibling enrollees.
- While assistance is applied proportionately to the periodic tuition payments, it can be withdrawn if a family is not current on all payments to the school.
- Financial assistance is only applicable while the child is attending the school.
- Final authority on any and all financial assistance awards lies with the Head of School, acting within the guidelines and policies set by the ISDenver board.
- Financial assistance is not available for part-time students. Changes in student status (i.e. full time to part time) will impact your award and funds will be re-allocated.
- The Financial Aid Committee, at its discretion, may 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.
- Financial assistance is only awarded to returning students who are current on their school accounts.
- All records and correspondence on financial assistance are executed and held in strict confidence.



Unique Circumstances

- Bourse Awarded/Applied Families – may also apply for financial assistance from ISDenver. The combined award may not be greater than the maximum amount allotted per child in the above listed percentages.
- Sibling discount – award amounts for siblings are calculated *after* the sibling tuition discount.
- Separated Families – one parent applying for his/her portion of tuition
 - A single parent worried about his/her portion of the tuition can apply, and their application will be processed, using legal documents showing the percentage of tuition for which they are responsible. The school applies the percentage award against this amount.
- Separated Families – parents applying for assistance together
 - Both parents must apply separately and use the exact same name(s) of their child(ren) when applying. SSS will merge the two applications if/when this is done.

For all students applying on or before January 31, 2019:

Apply online by providing a Parent Financial Statement (PFS) via School and Student Services:

- Go to <http://sss.nais.org/parents/> and choose “Complete Your PFS”. SSS charges an application fee for their utility. Our school code number is **3574**.
- In cases where the application fee may pose an undue burden on a family, a fee waiver may be available. Fee waivers are applied directly through the SSS system per SSS standards. They can no longer be requested and applied by the school directly.
- Required items to upload to SSS
 - 2017 1040 and all attachments
 - 2017 W2’s, 1099’s
 - Earnings Statements/Pay Stubs (in one document)
 - All 12 months of 2018 earnings statements/pay stubs in date order
 - Can be replaced by 2018 W-2 if already available
 - Family financial assistance statement
 - A written statement in English explaining the family’s current financial situation that justifies consideration for assistance including any special circumstances that may not be entirely reflected in the PFS
 - If applicable – 12/31/18 business profit and loss statement
 - If applicable - For divorced or separated parents, a copy of the legal decision specifying custody of, and legal responsibility for, the child(ren), alimony and/or child support payment information, and financial obligations pertaining to the child(ren).



Returning Students/New Siblings Deadlines

- Application Deadline – January 11, 2019
- Notification (on or before) – January 30, 2019
- Appeal deadline – February 1, 2019
- Appeal notification (on or before) – February 6, 2019

New Student Information and Deadlines

Families must first submit an application for admission, including the \$175 non-refundable application fee.

- Application Deadline – January 31, 2019
- Notification (on or before) – March 6, 2019
- Appeal deadline – March 8, 2019
- Appeal notification (on or before) – March 13, 2019

For all students applying February 1, 2019 and later:

- 2017, 2018 1040 and all attachments
- 2017, 2018 W2's, 1099's
- Family financial assistance statement
 - A written statement in English explaining the family's current financial situation that justifies consideration for assistance including any special circumstances that may not be entirely reflected in the PFS
- If applicable – 12/31/18 business profit and loss statement
- If applicable - For divorced or separated parents, a copy of the legal decision specifying custody of, and legal responsibility for, the child(ren), alimony and/or child support payment information, and financial obligations pertaining to the child(ren).

Additional Supporting Documentation:

You are encouraged to submit electronically on the SSS/NAIS site any additional information that may illuminate situations that may not be evident simply from the application. Additional supporting documentation may include:

- A copy of the mortgage agreement or rental lease agreement for the primary residence, and a copy of the check for the most recent payment;
- Copies of supporting documentation verifying the information included in Section D of the SSS online application, including valuation of non-retirement assets and other non-primary residence real estate. For financial assets or other property, you may submit insurance policy statements or other valuation and/or transaction documents. For real estate, you may use property tax statements or other valuation documents.

The Financial Assistance Committee may request/require additional supporting documentation at any point during the process in order to understand your expressed need.



Notifications:

- If the financial assistance application is completed and submitted by the priority deadlines above, you will receive notification by the dates listed above.
- Should the decision of the Financial Assistance Committee provide inadequate assistance to facilitate a child's attendance, the family has the option to appeal the award by providing additional documentation by the deadline listed or decline to enroll.
- Applications received after the priority deadlines will not be reviewed until after the appeal process for grades K1-5 students is complete, and will be reviewed in the order received.
- Acceptance of awards for financial assistance must be returned to the financial assistance office by each family, in writing, by the due date listed on your award letter.
- If you decline an award, funds will be re-allocated.

Mid-Year Assistance:

Special instances of financial hardship will be considered throughout the school year, subject to the availability of funds. Contact the school at financialassistance@isdenver.org if you need to apply for mid-year or interim financial assistance.

Any questions about financial assistance can be emailed to financialassistance@isdenver.org.