

## **2020-2021 Financial Assistance Policies and Process at Meadowbrook School**

We subscribe fully to the Principles of Good Practice for financial assistance as determined by the National Association of Independent Schools. We do not discriminate on any basis, including but not limited to race, gender, religion, color, sexual orientation, or national or ethnic origin. The Meadowbrook School Financial Assistance Committee consisting of the Headmaster, the Business Manager, and the Director of Financial Assistance makes all decisions regarding financial assistance. A family's financial assistance is kept strictly confidential; it is assumed that families will keep financial assistance awards confidential as well, and that no discussions will occur among families.

Awards are made in the form of direct grants that are applied towards a student's tuition and do not require repayment. Awards are applied proportionately to the tuition statements. All families are expected to contribute financially to their son or daughter's education at Meadowbrook in the amount of at least \$100.00 regardless of circumstances.

If you do not apply for financial assistance at the time of application for admission to the School, we cannot guarantee that funds will be available in any year. Financial assistance qualification for any returning family, which did not receive an award in the previous year, depends upon a significant change in family circumstances.

Admission decisions are made separately from financial assistance considerations, and the Admission Committee is unaware of financial assistance applications. Only after students have been accepted by the Admission Committee does the Financial Assistance Committee then process awards.

The Meadowbrook School does not have a policy of tuition remission; faculty members who desire financial assistance are required to follow the same policies and procedures and to meet the same deadlines as all other families.

While Meadowbrook strives to meet each family's demonstrated financial need, we may be unable to assist all students who have been accepted and qualify for assistance. Nor may we be able to fund all qualified students within one family.

Financial assistance is reviewed annually. Each January, families presently receiving assistance are required to submit documentation necessary for demonstrating need for the following year. Once a family has been awarded financial assistance, Meadowbrook has every expectation of continuing assistance as long as circumstances warrant.

-over-

## Timeline and Procedures

*By January 17, 2020: Returning and New Families* - Complete and submit a Parents' Financial Statement (PFS) to the School and Student Service for Financial Assistance (SSS). See SSS Information for more details or go online at <http://sss.nais.org/>. Returning families to Meadowbrook are asked to complete their PFS in mid-December.

*By March 2, 2020: (All Applicants)*

1. IRS Form 4506 – completed and signed but do NOT send a check with it. This form allows Meadowbrook to receive tax information on your family directly from the Internal Revenue Service at our discretion. Send this form into the SSS – or upload it.
2. Applicable Forms from SSS ~ business/farm owners, separated/divorced parents.
3. Copies of earning statements (1040) and W-2 forms for all income earners in the household.
4. Copies of tax returns from all family members from the two prior years (for new applicants only). **Years 2018 and 2019**. (Returning families do not need to submit 2018 as it is on file)

For Current Families: The Financial Assistance Committee will make every effort to allocate preliminary awards by early February; however, Meadowbrook will not review assistance applications for the upcoming year prior to the full payment of tuition and fees for the current year. Please be certain that all outstanding balances for tuition and fees for the current academic year are paid in full (or payment arrangements are made) prior to February 15 and that all required documentation has been submitted on a timely basis. If you are currently on a payment plan, then exceptions to this deadline can be made.

*We at Meadowbrook understand that applying for financial assistance can be a daunting task and strive to make the process as easy and transparent as possible. Please contact Laurie Geromini, Director of Financial Assistance with any questions or concerns, [lgeromini@meadowbrook-ma.org](mailto:lgeromini@meadowbrook-ma.org), or 781-314-9228.*