



ST. ANSELM'S  
ABBEY SCHOOL

## Financial Aid Policy

- St. Anselm's uses a financial assessment tool offered by School and Student Services (SSS). All families begin the financial aid application process by filling out SSS's assessment tool called Parents' Financial Statement (PFS). The PFS along with the supplemental tax documents you are asked to submit complete the St. Anselm's financial aid application process.
- In making financial aid determinations, St. Anselm's considers the income and assets of all the adults who are responsible for a child's education. If a child's parents are separated or divorced, both responsible parents must submit the financial aid application materials – a separate application for each household.
- In case of sole custody, the custodial parent must provide documents that prove the other parent has no custodial rights over the child.
- In the case of one parent having sole financial responsibility for the costs of raising and educating the child, documents proving that the other parent has no financial obligations toward the child's education must be provided to the School before the School will assess financial need based on one parent only.
- When the mother or father does not work and there are no preschool children at home, the School will add to the family's income the cost of our current tuition. An exception may be made if the parents are caring for a disabled child or another relative in the home or there are other extenuating circumstances.
- The financial aid committee will take extenuating circumstances into account in determining financial aid awards. Any unusual expenses or debts must be explained, or they will not be considered. Families are encouraged (but not required) to make an appointment and explain their case in person if they feel that the application does not allow them to express their situation adequately.

- After careful evaluation of application materials and consideration of the school's resources to provide aid, the committee will authorize an award. Families are notified of financial aid decisions upon acceptance to St. Anselm's.
- St. Anselm's does not offer financial aid awards to cover tuition in full. We feel that each family must make at least some contribution toward tuition to demonstrate a commitment to a child's education at St. Anselm's.
- Financial aid awards are not renewed automatically from year to year. Financial aid recipients must reapply for aid each year during the financial aid season in order to qualify. The amount of aid granted may increase or decrease depending on the family's current financial situation.
- We encourage families to study the Family Contribution Report, available after the PFS has been submitted. The report is very similar to what St. Anselm's receives from PFS, and it may help the family to understand how the amount is calculated by St. Anselm's to benefit each family.
- Don't hesitate to reach out to St. Anselm's Business Office (where we handle financial aid) with any questions:

**Ieva Young** | Business Manager  
St. Anselm's Abbey School  
4501 S. Dakota Ave, NE | Washington, DC 20017  
Tel: 202.281.1656  
iyoung@saintanselms.org

**Mark Commins** | Director of Finance  
St. Anselm's Abbey School  
4501 S. Dakota Ave, NE | Washington, DC 20017  
Tel: 202.281.1645  
mcommins@saintanselms.org