

## Intent to Apply for Variable Tuition For the School Year 2020-2021

1. Name of Child(ren) \_\_\_\_\_
2. Name(s) of parent(s) \_\_\_\_\_
3. I understand that I must complete the FACTS application process and send to FACTS a copy of my 2019 W2s and 2019 tax return. I further understand that assistance will not be awarded until all FACTS forms have been completed and all tax information remitted.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

4. Aside from your family obligations, do you have any commitments which should be considered to obtain a fair estimate of your financial situation (paying for a nursing home for a parent, unusual medical expenses, for example)? The school will welcome any further statement you may care to make which might assist in determining the appropriate amount of tuition assistance.

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## Application for Variable Tuition for the School Year 2020-2021

The following principles and procedures shall govern the granting of tuition assistance at the New City School:

1. **Applicants will submit:**

- New City School *Intent to Apply for Aid Form* to New City School.
- Completed FACTS form and fee, to FACTS on-line. (<https://online.factsmgt.com>)
- A copy of most recent Federal Income Tax Form (1040) and W-2 to FACTS.

**Please note that assistance will not be awarded until W2s and tax information has been received by FACTS.**

2. In families affected by separation or divorce, the FACTS form should be completed by the custodial parents (and spouse, if applicable). The non-custodial parent should also complete a FACTS form and remit it to FACTS.

3. Information given in this application is to be used solely to determine the applicant's need for support. Only those individuals directly connected with the granting of tuition assistance will have access to this information, and they will be bound by confidentiality.

4. The Variable Tuition committee will consider recommendations made by FACTS to determine who is to receive assistance.

5. Decisions concerning admission to the school will be kept separate from those concerning variable tuition decision or award.

6. The major consideration for granting variable tuition is financial need. However, other factors may also be considered in the decision.

7. Although every effort will be made to continue support for an applicant who has received assistance in previous years, an updated renewal application must be submitted each year.

8. The total amount of funds available each year will be determined by the Board of Trustees within the approval of the budget.

9. In order to permit the proper appraisal of all requests, each question on FACTS form should be answered as completely as possible. The committee will accept and appreciate any additional information which parents feel might be helpful. The committee requires verification of financial and other applicable information. During the school year, additional information may be sought if it is felt changes may have occurred since the original application was completed.

10. The New City School is a not-for-profit school with limited resources beyond tuition and its own fund-raising efforts. This Variable Tuition program is possible only by the continued committed effort and generosity of the parents and friends of the school. Since tuition covers only part of the operating expenses, the rest must be raised by special projects. Fund-raising is a crucial element in the success of our programs and therefore, all parents are needed and expected to participate in a manner consistent with their abilities. Without the generous help of all members of the New City family, many of the special features that set New City apart from other schools would not be possible.

11. I have read and understand the principles outlined above.

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Signature of Parent or Guardian

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Signature of Parent or Guardian