



# Indexed Tuition Handbook

## Academic Year 2021-22

### PHILOSOPHY

#### ***Access and Success***

At San Domenico, we understand that economic, cultural, and social diversity enhances the educational experience for our entire community. We are committed to making our independent school accessible to deserving students and families from a variety of backgrounds, and our Indexed Tuition program supports this commitment to attract and enroll the strongest, most diverse student body possible. This leads to greater success for our entire School community including parents, students, teachers, staff, and the greater world.

San Domenico School is a community of belonging, dedicated to inclusion and respect for all. We do not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age, gender, sexual orientation/identity, disability, or any other characteristic protected by state or federal law, in administration of educational policies, admissions policies, Indexed Tuition programs, and athletic and other school-administered programs.

#### ***An Independent School Education is an Investment in Your Child's Future***

We recognize the considerable cost of an independent school education and no worthy student should be deterred by financial reasons from applying to San Domenico. We award grants to accepted students each year based upon their family's demonstrated need and the School's available funds.

Our Indexed Tuition budget, which also includes money raised and given for scholarship purposes, provides funds for tuition assistance. Intended as a supplement to family resources, awards are made not only to families whose ability to pay school costs is extremely limited, but also to those of somewhat more substantial means who may need only a minor subsidy to meet tuition. We encourage families who believe that additional assistance will be necessary to apply for Indexed Tuition. Such assistance is based on the assumptions that the primary obligation for financing a student's education lies with the family and that the family is willing to make significant adjustments in the use of its discretionary resources in order to meet educational costs. It is important to note that despite San Domenico's commitment to assist as many families who require financial assistance as possible, the demand each year exceeds the availability of resources for this purpose. We therefore insist that recipients fully merit their grants by a conscientious and a positive approach and commitment to every aspect of their school environment.

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## THE APPLICATION PROCESS

### *Deadlines for Annual Application:*

Indexed Tuition information may be obtained on the San Domenico School website at [www.sandomenico.org](http://www.sandomenico.org). Indexed Tuition is renewed annually. Thus, it requires that families apply each year. Dramatic changes in a family's financial circumstances will likely change the SSS Award Report. The Indexed Tuition Committee, chaired by David Wise, Chief Financial Officer, reviews a student's complete record during the evaluation process to determine the level of commitment to the community.

By JANUARY 6, 2022 file your SSS Application online:

- All questions on the SSS Application must be answered completely and explained in detail.
- The San Domenico Indexed Tuition Committee will contact you if any form is not sufficiently completed. Completing forms inadequately delays the processing of your Indexed Tuition decision and may jeopardize your eligibility for an award.
- The Award Report from SSS is a guideline that helps the Committee determine the appropriate Indexed Tuition award.
- San Domenico may revise the Award Report from SSS in order to award Indexed Tuition in accordance with the needs of the total school community.
- All financial information submitted by an applicant's family is held in strict confidence.
- Copies of your 2020 filed Federal tax return (Form 1040) with all supporting schedules, Form W-2s, Schedule K-1s.

By FEBRUARY 15, 2022 submit the following:

- A copy of your 2021 filed Federal tax return (Form 1040) with all supporting schedules. (Awards may be based upon the prior year's tax forms in extraordinary cases, but they will not be finalized until receipt of your current Federal tax forms.)
- A copy of all 2021 Form W-2s and Schedule K-1s.

## GENERAL NOTES

1. **PRIORITIES:** Consideration for budgeted dollars is given in the following order.

- Applications from current recipients who have completed all renewal requirements on time.
- New applications from currently enrolled students, if completed on time.
- New applications from candidates accepted by the Admissions Committee for enrollment.
- New and renewal applications completed after the specified deadlines, as long as funds remain available. Amounts awarded to this final group will be reduced as our budget is exhausted.

Funds are not reserved for families whose SSS Application or tax forms are received late.

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2. **DEADLINES:** The deadline for applying for Indexed Tuition is JANUARY 7, 2021. Reminders will be sent to families indicating what information is missing if necessary. Your application for Indexed Tuition cannot be considered until all of the applicable information is forwarded to the Indexed Tuition office. Indexed Tuition awards may be jeopardized if the proper information is not submitted on time.

3. **CONFIDENTIALITY:** San Domenico maintains confidential Indexed Tuition records for all applicants. These records are reviewed by the Indexed Tuition Committee. All Indexed Tuition awards are confidential agreements between the recipient family and the School. The Indexed Tuition Committee considers Indexed Tuition awards strictly confidential, thus families may not discuss any Indexed Tuition information with anyone other than a member of the Indexed Tuition Committee. With these expectations in mind, a breach of confidentiality can result in the withdrawal of an Indexed Tuition award.

4. **STUDENT ASSETS, TRUSTS, AND COLLEGE FUNDS:** Savings, investments, trust funds, or other assets in a student's name or held for a student are considered available resources for use in funding a student's education at San Domenico. The general rule is that students' assets be equally distributed over their years at San Domenico, plus four years of college/university.

5. **DIVORCED OR SEPARATED FAMILIES:** San Domenico maintains a philosophy that requires active participation of a student's family in funding this educational opportunity. In instances where parents are separated or divorced, the Indexed Tuition Committee expects both the custodial and non-custodial parent to contribute to the cost of their child's education. These expectations are in effect regardless of any legal agreements arranged between family members, such as alimony agreements, prenuptial agreements, custody or other similar agreements. This requires that we receive financial information from both parents by the established dates. Both the custodial and non-custodial parents must file separate but linked SSS Applications; detailed instructions are available on the SSS website. The custodial parent is responsible for procuring the SSS Application for the non-custodial parent and getting that person's cooperation in completing the application. In addition, both the custodial and non-custodial parents are required to supply the most current filed Federal tax returns (Form 1040) with all supporting schedules and W-2 withholding statements. If either parent has remarried, all financial information about the current spouse is to be included in the SSS Application as well.

6. **COMPUTATION OF NEED:** SSS is a "need analysis" service that relies on "local economic factors" to determine the eligibility of families. SSS, like San Domenico, believes a family has the primary obligation to finance their child's education. In determining a family's financial profile, factors such as family size, parents' ages, extraordinary expenses and retirement provisions are considered. Distinctions must be made between obligatory expenses, such as tax payments, and those made by choice, such as purchasing a recreational vehicle or elaborate vacations. Often, families with similar incomes may have different Award Reports. Because situations vary, an objective analysis system computes a recommendation, based upon the information the family provides to SSS. The Indexed Tuition Committee assesses each family's financial situation individually, amending the Award Report by using

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the more extensive documentation required to complete the process and in accordance with the School's Mission and policies.

**7. MULTIPLE TUITION CHARGING SCHOOLS:** If more than one child in a family attends a tuition charging institution, it is required that families apply for aid at each of the institutions their children attend. Under no circumstances will San Domenico subsidize tuition for other tuition-charging schools, whether day school or college.

**8. DECISIONS:** Decisions for new and returning families who have completed the process by the deadline will be mailed in early to mid March 2019. Any questions regarding these procedures should be directed to Dianne Dornbush, Enrollment Systems Manager at [ddornbush@sandomenico.org](mailto:ddornbush@sandomenico.org).

**9. ADJUSTMENTS:** The Indexed Tuition Committee reserves the right to make adjustments to tuition assistance awards in cases where additional information comes to light after the award is made. In cases where information is requested but not reported, it also reserves the right to make reasonable estimates in order to make a tentative assessment of a family's financial need.

**10. APPEALS:** The Committee's decision may be appealed prior to receipt of a signed enrollment contract. All appeals must be made in writing with a full explanation of any mitigating circumstances. If a family's circumstances change dramatically after enrollment contracts are submitted, they should contact Dianne Dornbush to discuss what options are available to them.

**11. NAIS PRINCIPLES OF GOOD PRACTICE:** San Domenico adheres to the principles of good practice established by the National Association of Independent Schools (NAIS) in the administration of its tuition assistance program.

## **SAN DOMENICO ENDOWED SCHOLARSHIPS**

San Domenico is the fortunate recipient of a number of endowed and annual gifts specifically designated for various types of scholarships. In most cases, endowed scholarships underwrite only a portion of a student's full award and are given at the discretion of the Indexed Tuition Committee. San Domenico provides the following scholarships. Please note that with the exception of the Virtuoso Program Scholarship, our Indexed Tuition program is need based and open to students of all backgrounds.

THE A. BARLOW FERGUSON SCHOLARSHIP is in honor of a Founding Member of the Board of Trustees and parent of two alumnae. This scholarship is for a young woman who is in the top quarter of her graduating middle school class, demonstrates evidence of successful participation in co-curricular activities, and represents an ability to exercise leadership among her peers. This scholarship is specifically for a graduate of Marin parochial schools and will remain in effect for the student's entire four-year involvement at San Domenico. The scholarship is based on merit and financial need.

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THE ALUMNI/ALUMNAE SCHOLARSHIP is funded by the school Alumni/Alumnae Association, and is designated for a student who is the relation of a San Domenico (Dominican Convent) School graduate.

THE ANTOINETTE MALEADY ENDOWMENT FUND, benefiting the Virtuoso Program and honoring Faith Y. France, was established in 2004 by Antoinette Maleady to generate restricted scholarship dollars for specific, named Virtuoso Program students.

THE BEVERLY HALLER SCHOLARSHIP was established in 1993 and funded through the bequest of a 1944 graduate of the Upper School and is awarded to an incoming student from a large family who demonstrates high academic ability as well as significant involvement in activities outside the classroom.

THE CHRISTOPHER ALLEN COOK SCHOLARSHIP FUND was established in 2001 by parents David and Lisa Cook in loving memory of their son Christopher Allen Cook. The purpose of this fund is to defray the tuition and expense for a kindergarten student and continue through eighth grade.

THE JENNIFER ANNE FORNOS SCHOLARSHIP was established in 1993 by family and friends to remember a graduate who studied at San Domenico for eight years. Jennifer won the Veritas and General Excellence Awards upon her graduation from the Upper School in 1990. This award is for a generally outstanding student wishing to enter San Domenico's Upper School.

JULIE DAVIS BUTLER FUND was established in memory of alumnae Julie Davis Butler '59. The intent of this fund, established in 1987, is to enable Upper School Juniors, planning to return to San Domenico for their senior year, to grow in leadership training or experience during the summer in the area of social concern or justice issues of local, national or global nature.

THE KATHERINE KENNEDY COOKSON SCHOLARSHIP was established in 1993 by Harold Cookson to honor this Upper School alumna. The award recognizes an academically strong second generation Californian who is in the top quarter of her 8th grade class.

THE PASHA FAMILY ENDOWED FUND was established in 2005 by former San Domenico parents Mr. and Mrs. George Pasha III to benefit faculty compensation and financial assistance for families with multiple children.

THE SISTER FRANCIS DE SALES SCHOLARSHIP is awarded to a second generation Californian who excels academically and has a particular interest in government/world studies or international relations, all particular interests of alumna Sister Francis de Sales.

THE SISTER MAURICE SCHOLARSHIP was established by the Foundation Board of Trustees to honor Sister Maurice who first headed the San Domenico Upper School at the Sleepy Hollow campus. This scholarship is awarded to an entering freshman or sophomore who excels in mathematics or science.

THE SUZANNE SPIEKER BEAVER ENDOWED FUND was established in 2002 by alumna Suzanne

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Spieker Beaver '40. The purpose of this fund is to provide Indexed Tuition for a qualified Upper School student.

### **SAN DOMENICO MERIT BASED SCHOLARSHIPS**

THE VIRTUOSO PROGRAM provides merit scholarship to qualified Upper School students who are advanced in violin - viola - cello - bass, who are strong academically and demonstrate potential for a career in music. Graduates of the Program, founded in 1977, are admitted to the nation's major conservatories and universities (e.g. Juilliard, Curtis, Peabody, and Yale).

Each of these scholarships has specific criteria that must be met for a student to receive the scholarship. These awards are reviewed annually. Students who are receiving these awards must maintain their academic standings. With some scholarship awards, certain students are honored through endowed named awards. In these cases, students may be required to write letters to the donor and/or be publicly honored.

Additional questions may be directed to Enrollment Systems Manager, Dianne Dornbush, at [ddornbush@sandomenico.org](mailto:ddornbush@sandomenico.org).

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