



FINANCIAL ASSISTANCE POLICIES & PROCEDURES

ISDenver Financial Assistance Philosophy

The International School of Denver (ISDenver) believes that socio-economic diversity is an important component of an international education and supports the mission of the school. To that end, the ISDenver Board of Directors designates a percentage of the school's operating budget to be awarded as financial assistance to qualifying families whose children attend ISDenver full-time.

Important Deadlines

ISDenver Financial Assistance (FA) is awarded annually to qualifying families on a funds-available basis. The majority of FA funds are allocated based on completed FA applications received by January 31 prior to the next school year. Therefore, it is important to submit your completed application (including all required documents) prior to the deadlines below.

Returning Student/New Sibling Deadlines

- FA Application Deadline – January 10
- Notification (on or before) – January 31
- Appeal deadline – February 3
- Appeal notification (on or before) – February 7

New Student Deadlines

- Admission application Deadline (via [ISDenver Admissions Portal](#)) - January 31
- FA Application Deadline – January 31
- Notification (on or before) – February 29
- Appeal deadline – March 2
- Appeal notification (on or before) – March 6

Mid-Year Enrollment Deadlines

- Admission and FA applications should be submitted together
- FA awards will be allocated based on funds available

How to Apply

Like many other independent schools, ISDenver works with School and Student Services (SSS) to manage the financial assistance process.

For all students applying for FA during the regular re-enrollment/admissions cycle in January:

Apply online by providing a Parent Financial Statement (PFS) via SSS:

- Go to the [Solutions by SSS](#) page and create an account, or log in with your existing account. Then 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 and are awarded based on SSS standards and discretion. They can not be requested and applied by the school directly.
- Upload the following required documents to the SSS portal:
 - 1040 and all attachments for the last completed tax year (e.g. if you are applying for assistance in 2021, please attach 2019 tax information)
 - W2's, 1099's for the last completed tax year
 - Earnings Statements/Pay Stubs (in one document)

- All 12 months of previous year earnings statements/pay stubs in date order (e.g. if you are applying for assistance in 2021, please attach earnings statement/pay stubs for 2020)
 - Can be replaced by current W-2 if already available
- o 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
- o If applicable – most recent business profit and loss statement
- o 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).

For all students applying for FA after the regular re-enrollment/admissions cycle in January:

- 1040 and all attachments for the last two completed tax cycles (e.g. if you are applying for assistance in 2021, please attach this information for 2019 and 2020)
- W2's, 1099's for the last two completed tax cycles
- Family financial assistance statement
 - o 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 – most recent year end 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 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-G8 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, the offer to award FA funds is automatically revoked and 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@isdenvver.org if you need to apply for mid-year or interim financial assistance.

Other Important 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 ISDenver 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 and excludes Extended Day School, camps, co-curricular activities, bus and trips
- 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 amount when analyzing the family's ability to pay if one parent chooses to be unemployed. 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

- French Bourse Awarded/Applied Families
 - may also apply for financial assistance from ISDenver however the Bourse award will be deducted from any FA awarded by the school..
- 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.
 - 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.

Still have questions? Please email financialassistance@isdenvver.org.