

# DERBY ACADEMY

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## TUITION ASSISTANCE PROCESS AND POLICIES

**Timeline:** Applications for tuition assistance are processed through School and Student Services (SSS) and are made available September 1st for the next school year. The School Code for Derby Academy is 2794.

- Applications must be completed and submitted to SSS by January 31st for returning families, by January 15th for Pre-K applicant families and by February 10th for Kindergarten - Grade 8 applicant families.
- Completed tax returns (personal and business) and W2s or 1099s are required to be considered for aid. Please submit by April 15th to verify financial information submitted.
- New students are notified of their contingent tuition assistance award with their acceptance packet on February 1st for Pre-K and March 10th for Kindergarten - Grade 8.
- Current families are notified by February 15th at the latest of their annual award provided we have received enough documentation to make a contingent award.

### Documentation Required:

- Financial Aid Application submitted to SSS
- Completed tax returns (personal and business) with all filed schedules and attachments. This must be the most recent tax return/or prior year depending on school criteria. If a family has filed an extension, they must submit that paperwork and we will accept prior year's taxes.
- Business tax return and attached schedules.
- Signed contract and deposit for the next year is required to be considered for assistance.

### Confidentiality Statement:

- This grant is a confidential matter between Derby Academy and the family. Only a small, select group of Derby Academy administrators are aware of a tuition assistance application/award.
- The family's financial information and records will be treated with the utmost discretion by the school. All documents relating to the tuition assistance application will be uploaded to the SSS site.
- Families should not discuss their tuition assistance status or award with any other Derby Academy families or any off-campus association. Discussion of tuition assistance status could jeopardize the award and may result in the revocation of the award.

### Award Amounts:

Family award amounts in future years are dependent upon the financial position of the applicant, the school, and the available funds with each academic year. Future aid is also dependent upon the child being a student in good standing and a positive member of the Derby community.

### Appeal Process:

A family may submit an appeal to receive more aid than is originally awarded. Families are required to notify the Admission Office in writing if they wish to appeal the initial decision. Additionally, families will be required to provide a summary of annual expenses or any other documentation that better explains their financial situation. This letter and documentation will also need to be uploaded to your SSS account.

**Awarding Priorities:**

1. Returning Students Currently Receiving Tuition Assistance
2. Returning Students New to Tuition Assistance
3. New Siblings of Current Tuition Assistance Families
4. Children of Faculty/Staff
5. Students with a Diverse Background
6. Children of Alumni or Other Legacy Relationship
7. New Students to Derby Academy

**PROFESSIONAL JUDGEMENTS****Non-Working Parent/Guardian:**

- In a two-parent/guardian family, if only one parent/guardian works outside of the home, the Tuition Assistance Committee will add \$20,000 to the income of the family and will recalculate the family contribution.
- Exceptions would be if the parent/guardian at home is caring for a non-school aged child, a child with a disability, a seriously ill child, parent or grandparent or other special circumstances.

**Families with More than One Household:**

- The Committee expects that all parents/guardians will contribute financially to their child's tuition and that all will file a separate tuition assistance application.

**SUPPLEMENTAL SUPPORT****Afterschool/Aftercare/Auxiliary Programs:**

- Families will be provided with tuition assistance at their awarded rate.
- Instrumental lessons will also be supported at the awarded rate.

**Technology Grades 6-8:**

- Families receiving tuition assistance will receive a loaner laptop from the school that is in line with the current School standard.

**Athletics Grades 6-8:**

- Families receiving tuition assistance will be provided a stipend to purchase the necessary gear and equipment to participate in their chosen sport for each season. The amount of the stipend will be specific to what is needed for the particular sport.
- Families receiving tuition assistance will receive two full Derby Athletic practice outfits which includes, 2 T-Shirts, 2 Shorts, 2 pairs of Athletic Socks and a Derby sweatshirt.

**Summer Programs:**

- Any student who receives tuition assistance must pay the same percentage of the Summer Programs costs.
- A student must be re-enrolled and have a completed and approved tuition assistance application in order to receive discounted rates for summer programs.

**Other Costs:**

Any family who receives tuition assistance must pay the same percentage rate for the following:

- Bus service (Duxbury & Boston)
- Field trips and necessary appropriate gear (such as sleeping bags, etc.)
- School sponsored events (such as Derby Fair bracelet)

- Tutoring Support
- 8th Grade Ski trip and rentals
- Parent Association Ski Trip & Rentals
- Model UN Trip (for members of Model UN)
- Other school sponsored trips

Start of the year school supplies are provided for all students through Grade 5. Students in Grades 6-8 receiving Tuition Assistance will receive a stipend to purchase required supplies.

Throughout the year you may be contacted by the Director of Community and Belonging, or the Admission or Business Offices to outline potential upcoming costs and how you'll receive support.

All awards are granted at discretion of the Tuition Assistance Committee and reviewed as needs may change.