



TUITION ASSISTANCE POLICIES 2022-23

Statement of Philosophy

The Pingry School's tuition assistance program draws its inspiration from the School's mission and philosophy and supports admission and enrollment efforts to enroll (and re-enroll) motivated, talented, and dynamic students - regardless of their family's ability to afford a Pingry education.

Consistent with The Pingry's School's commitment to diversity, equity, inclusion, and belonging the tuition assistance program seeks to ensure that Pingry's community includes socioeconomic diversity and that each student who attends Pingry can, regardless of family resources, partake fully of the breadth of the Pingry experience. The School does not link race, ethnicity, and socio-economic status in making tuition assistance decisions.

Need-Based Tuition Assistance

The Pingry School offers tuition assistance to families with demonstrated need - the difference between what a family can afford to pay as determined by the proprietary formula applied by Tuition Aid Data Services (TADS), a third party tuition assistance application provider for independent schools, and the estimated total cost of attendance. The School does not offer merit-based scholarships for academics, athletics or the arts.

Pingry strives to meet 100% of the demonstrated need for each student we enroll and support. However, the School recognizes that what a family may experience as their financial need is sometimes different than that determined by the tuition assistance formula. Some families may experience a period of transition when adapting their lifestyle to the formula's limits for expenses such as housing, discretionary spending, etc. The Director of Enrollment Management can be a resource for questions related to these lifestyle factors and how they are viewed within the tuition assistance formula.

Pingry requires enrolled families to reapply for tuition assistance each year. The School is committed to supporting a student through graduation, provided a demonstrated need continues to exist. This commitment is made possible by giving priority consideration to current families (both those that

have received tuition assistance in the previous year and those that haven't) in the award allocation process. It is important to note that a family's award amount may change from year to year if the family's financial situation changes.

Expectations of Tuition Assistance Recipients

Recipients of tuition assistance at Pingry are expected to meet the same standards of performance, honor, and character as all other students. They are not subject to special standards or additional requirements. To maintain tuition assistance eligibility, a family must demonstrate financial need and the student must remain enrolled at Pingry.

Tuition Assistance and Admission

All families who feel that there may be a gap between the cost of attending Pingry and what they can afford to pay are encouraged to apply for tuition assistance. The admission and tuition assistance processes are separate. However, there are times when "need aware" admission decisions must be made as the Admission Committees' decisions are weighed against available tuition assistance funds.

Families who choose not to apply for tuition assistance (or do not complete the tuition assistance application process) during their child's admission process will not be considered for tuition assistance in future years unless they demonstrate a significant change in financial circumstances.

Deadlines and Notification

In order to receive priority consideration over newly admitted families, current families must adhere to and complete each step of the tuition assistance process by the appropriate deadline. Any family who submits any necessary information after its due date will be considered for assistance after those who have met all deadlines. This decreases the likelihood that Pingry will be able to award a grant to a qualifying family.

Tuition assistance applicants will be notified of their tuition assistance decision in mid-March; newly admitted students receive their tuition assistance decision at the same time as their admission decision.



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Due to this timing, returning families who have applied for tuition assistance have their re-enrollment contracts held until their tuition assistance decision is communicated, and in turn have a later re-enrollment contract deadline than other families.

Application Process

Admission applicants interested in applying for tuition assistance should indicate this within the admission application. Current families who do not currently receive assistance but would like to apply in the future should contact the Director of Enrollment Management as soon as possible, but no later than December 10 to ensure that Pingry will be able to award a grant to a qualifying family. Beginning in November, the Tuition Assistance Office distributes tuition assistance application instructions by email.

A completed tuition assistance application consists of the Pingry Request for Tuition Assistance form (one per child, from each parent/guardian's household), the TADS application for tuition assistance (one for each household), any supporting documentation requested by TADS or additionally by Pingry, and a statement of special circumstances (optional). No tuition assistance award is considered final until the family has submitted the most recent year's Federal Income Tax Form 1040 for verification. All tax documents submitted in conjunction with the tuition assistance process should be copies of those filed with the IRS and include all schedules.

Transparency and Accuracy

It is imperative that families complete the TADS application for tuition assistance and Pingry Request for Tuition Assistance form as thoughtfully and carefully as possible. The Tuition Assistance Committee bases awards on the information supplied by each family and assumes its accuracy. If a family knowingly presents any inaccurate or misleading information related to their tuition assistance application, the Tuition Assistance Committee reserves the right to deny tuition assistance for the current year and refuse consideration of future tuition assistance applications.

Because the calculation of need that determines a family's tuition assistance award essentially applies to a 15 month time period, recipients are expected to

update the Director of Enrollment Management whenever there is a significant change in their finances throughout the year, either negative or positive. A family that does not communicate a change of circumstances that resulted in overfunding for the current year may be subject to having the subsequent year's award reduced by the amount overfunded.

Parents in Separate Households

Regardless of marital or custodial status, ALL parents and/or guardians must complete the tuition assistance process, reflecting all of the members of their household (including current spouses or partners, if applicable). It is the responsibility of the custodial parent to ensure that the non-custodial parent completes the process. The Tuition Assistance Office holds information submitted from separate households in the strictest confidence. The Tuition Assistance Committee is unable to award a grant unless all parents/guardians complete the tuition assistance application.

The Pingry School will not be bound by any divorce agreement specifying a parent's responsibility for education expenses since the School was not a party to the agreement nor represented at the hearing. Likewise, The Pingry School will not be bound by the assertion that one parent has disclaimed responsibility for the student. Pingry considers the financial need (including income, assets, expenses, and obligations) of each household independently when making tuition assistance decisions, but will not become involved in allocating a tuition assistance award on a proportional basis to parents in separate households. The responsibility for coordinating communication and payments ultimately lies with the custodial parent.

If there are specific circumstances surrounding a significant period of lack of contact with a non-custodial parent that a family wishes the Tuition Assistance Committee to consider, the requirement of all parents/guardians completing the tuition assistance process may be waived upon receipt of acceptable documentation.



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Self-Employment, Partnerships, Corporations, and Rental Income

Families who own their own (or a portion of a) business or receive rental income are required to adhere to an earlier tax return deadline than other families so that what is often a more complex decision-making process (often involving submission of additional documentation such as business tax returns, cash flow statements, etc.) can be completed accurately and promptly. Any family who receives income that is not reported through a W-2 may be required to supply additional financial information in order to determine their need.

Other Tuition-charging Schools

The Pingry School divides a family's calculated contribution to education among all of the children attending tuition-charging schools for that year, including Kindergarten through fourth year undergraduate college/university education. The division of resources is proportional to the relative cost of each tuition. Families with children attending other tuition-charging schools are required to document estimated educational costs and various forms of aid of the other school(s) in detail, as well as supply an official billing statement from the previous year. The Pingry School does not take tuition for post-graduate education into consideration.

Unemployed or Under-employed Parent

When a parent whose youngest child is in school full-time chooses not to work or earns less than \$30,000 per year, the Tuition Assistance Committee will re-calculate the family's contribution to education using a minimum imputed income of \$30,000. This policy does not require the parent to work - it only attempts to adjust the level of need by accounting for the minimum income that the parent could earn if he or she chose to work. If there are specific circumstances surrounding non-employment that a family wishes the Tuition Assistance Committee to consider, a written statement submitted with the tuition assistance application is required.

Confidentiality

At Pingry, the topic of tuition assistance is confidential. Only members of the Tuition Assistance Committee have access to and review the information submitted as part of a family's tuition assistance application. All information shared by a family during the tuition assistance process

is held in the strictest confidence and is never shared with other families or among parents/guardians who maintain separate households.

There are times when a student's level of tuition assistance must be shared with a limited list of school employees in order for financial support to be provided to the student in all eligible areas of school life. When a student's tuition assistance status is shared, those receiving the information are reminded to safeguard the confidentiality of the information.

Please note we are unable to speak with third parties (e.g. accountants, attorneys, etc.) regarding a family's financial situation.

Tuition Assistance Committee

The Tuition Assistance Committee is composed of the Head of School, Chief Financial & Operating Officer, Director of Institutional Advancement and Director of Enrollment Management. The purpose of this committee is to determine tuition assistance awards and create tuition assistance policy. The Tuition Assistance Committee meets annually to review current families' tuition assistance applications, the tuition assistance applications of students the Admission Committees chose to admit, and any tuition assistance appeals. The Committee also meets as needed throughout the year.

Appeals Process

If a family wishes to appeal their tuition assistance award, they must put a request in writing to the Director of Enrollment Management. In order for the Tuition Assistance Committee to review such requests, a family must provide additional information concerning circumstances that might impact the calculation of their need. Even if a family demonstrates additional financial need through an appeal, there is no guarantee that additional funding will be available after initial award decisions are made. However, the sooner a complete appeal is received, the better the chances are for a family that demonstrates increased need to have that need met with additional funding.



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Discounting

Pingry awards tuition assistance based on the total estimated cost of attending Pingry, which goes beyond tuition. Total cost varies by grade, and expected additional costs that are common to most students in the grade are factored into this number. It is not Pingry's goal to capture every item that a student will participate in and be charged for, but rather to create a realistic estimate of the cost of attending Pingry, as it is the School's hope that tuition assistance students will have the opportunity to fully participate in Pingry's programs. Pingry's total cost takes into account, but is not limited to, the following expenses: lunch, textbooks, class and course-related trips, P.E. uniforms, required team athletic apparel, academic fees, and student event tickets. Most families will need to pay directly for fees included in Pingry's total cost estimate that are not included in tuition (e.g. textbooks, P.E. uniforms, team athletic apparel). Exceptions to this policy affect families receiving full tuition assistance and are detailed at the end of each division's list.

A list of fees that are not included in Pingry's estimate of total cost and are eligible for discounting for all tuition assistance recipients, by division, is below.

Discount-Eligible Fees, By Division

Lower School (Kindergarten – Grade 5):

- ▶ Pingry-administered bus transportation
- ▶ Enrichment program and drama program classes (limited to one tuition assistance-supported enrichment or drama class per trimester; additional classes will be billed at full cost)
 - Note: Additional fees associated with supplies for an enrichment class will be the full responsibility of the family.
- ▶ Before- and After-care
 - Note: If a student is enrolled in after-care, they may register for up to one overlapping enrichment class per trimester to be discounted at their tuition assistance percentage; any additional enrichment classes will be billed at full cost. If a family is late in picking up their child from after-care, the student's account will be billed in accordance with the Lower School's after-care policy and will be subject to Pingry's payment policies.

Late pick-up charges are not tuition assistance discount-eligible.

- ▶ *Special instructions for students receiving a tuition assistance award equivalent to 100% of Pingry's total cost:* Pingry will order P.E. uniforms required for students in Grades 3-5 so that the cost can be billed to the student's Pingry account and their tuition assistance award applied. Further details will be communicated to eligible families during the summer.

Middle School (Grades 6 – Form II):

- ▶ Pingry-administered bus transportation
- ▶ Enrichment classes (limited to one tuition assistance-supported enrichment class per trimester; additional classes will be billed at full cost)
 - Note: Additional fees associated with supplies for an enrichment class will be the full responsibility of the family.
- ▶ One major cultural, academic, or service trip (either domestic or international) during a student's time at the Basking Ridge Campus.
- ▶ *Special instructions for students receiving a tuition assistance award equivalent to 100% of Pingry's total cost:*
 - Required uniforms (for teams that do not receive loaned uniforms from the Athletics Department) or "Spirit Wear" that is denoted "required" on the team's online store. Please contact the Director of Enrollment Management in advance of the ordering deadline so that these items can be ordered for you, the cost billed to your student's Pingry account, and your tuition assistance award applied.

Upper School (Form III – Form VI):

- ▶ Pingry-administered bus transportation
- ▶ One major cultural, academic, or service trip (either domestic or international) during a student's time at the Basking Ridge Campus
- ▶ Domestic or international athletics trips for *returning Varsity athletes*
- ▶ Required trips for academic clubs (e.g. Model Congress, Robotics, etc.)
- ▶ Music lessons that are required by certain ensembles (e.g. Balladeers, Buttondowns and Jazz Band)



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► *Special instructions for students receiving a tuition assistance award equivalent to 100% of Pingry's total cost:*

- Required uniforms (for teams that do not receive loaned uniforms from the Athletics Department) or "Spirit Wear" that is denoted "required" on the team's online store. Please contact the Director of Enrollment Management in advance of the ordering deadline so that these items can be ordered for you, the cost billed to your student's Pingry account, and your tuition assistance award applied.

Textbook Ordering and Bookstore Policies

Families will order their student's textbooks online through BNC K-12 Services (<https://bnck-12.com/pingry.htm>) so that the cost can be deducted from the student's tuition assistance award. Families should create an account following the instructions included in the student's course schedule mailing that you will receive directly from the School. Indicate you would like to pay using your FA Textbook Voucher. *If a required textbook is not available through MBS, please reach out to the Director of Enrollment Management directly regarding ordering.*

- Additionally, as a family that receives an award above tuition, your financial aid credit can be used toward **school store charges of up to only \$100**. Families will be responsible for any school store charges above and beyond \$100, as well as any other outstanding charges not covered by your total financial aid grant amount.

Pingry School Parents' Association (PSPA) Dues

Regardless of your tuition assistance percentage, all families are required to pay the mandatory PSPA dues of \$60 per family.

Middle & Upper School Technology Grant Application

Rising Middle and Upper School students applying for tuition assistance who do not have a laptop that meets the minimum requirements for school use may apply for a one-time (per Division) technology grant.

The amount of an awarded technology grant will be based on the level of a family's demonstrated financial need and may cover up to 90% of the cost of a new laptop that meets Pingry's recommended specifications. Any portion of the

laptop cost not covered by the technology grant will be billed to the student's account and subject to Pingry's normal payment policies. The laptop will be purchased through the school; however, ownership of the laptop will be transferred to the family upon summer pick-up (August 1st) in the Enrollment Management Office. After pick-up, the laptop will be owned and maintained by the family and not be the property of the school.

Open Communication

Open and frequent communication with the Director of Enrollment Management is of utmost importance in accomplishing the School's foremost goal related to tuition assistance: meeting the demonstrated need of all members of the community and making all students' full participation in the Pingry experience possible. In addition to requiring current tuition assistance recipient families to provide immediate updates, negative or positive, when there is a change in their financial situation throughout the year, The Pingry School encourages families who don't currently receive tuition assistance – families of current students and prospective students alike – to share their individual questions and concerns with the Tuition Assistance Office. While tuition assistance can be a sensitive topic, the School is best equipped to assist families after engaging in open dialogue.

After admission to Pingry, tuition assistance communications occur by email in keeping with Pingry's commitment to sustainability and the ease and reliability of this format. If this presents a hardship for your family, please notify the Director of Enrollment Management. The Pingry School is always looking to refine its policies to create guidelines that are appropriate given available resources, sensitive to the culture of the school, and serve the needs of tuition assistance families. The Director of Enrollment Management welcomes feedback and questions at any time, by phone, email, or in person.