



Chartwell School

2511 Numa Watson Road Seaside, CA 93955
Tel 831-394-3468 - www.chartwell.org

Chartwell School Financial Aid Policy

1. Only fully completed applications (including supporting documentation) to Chartwell School are reviewed for Financial Aid (FA). FA is granted on a priority basis to families that have submitted completed applications by the deadline.
2. Chartwell must confirm placement is appropriate for the student before the FA application is reviewed. Therefore, a student must already be enrolled or in the admission process (interviewed and accepted) in order to be considered for FA.
3. Applying for FA does not confirm or guarantee enrollment in Chartwell academic programs.
4. Awards are given to individual students and are not transferable to siblings or other students.
5. Before accepting an award, a family must judge whether the award is adequate and that they can pay the balance of tuition and other charges when due.
6. FA families are financially committed to paying tuition regardless of the student's attendance in the program, use of services or ability to finish the program. The tuition expense is not diminished nor refunded if the student departs (withdrawn or expelled) during the course of year, as the obligation to pay the tuition is final and unconditional once enrollment is confirmed in the signed Enrollment Agreement
7. FA families who disenroll their child/children mid-year may have their FA award nullified and thereby obligated to pay for the full tuition fee.
8. Families must submit a signed Enrollment Agreement and signed Financial Aid Policy form to the Admissions Office to confirm their acceptance of their award. Chartwell cannot hold awards for families that do not return the signed documents by the specified due date.
9. The FA Committee will monitor parents/guardians performance in meeting their tuition payment schedules. Accounts more than 30 days past due are not considered for FA until the account is current or paid in full.

10. FA award monies will be credited to your child's account proportionate to actual payments made as scheduled in the Enrollment Agreement
11. All tuition accounts from prior years must be paid in full, prior to the start of the first day of instruction, before the new FA award will be credited to the account.
12. The FA Committee has the authority to rescind all remaining financial aid monies, nullify an FA award, implement financial contingencies and/or permanently deny FA assistance if continual financial delinquency is exhibited at any time during the student's enrollment
13. If deemed necessary, the FA Committee may establish FA award contingencies such as third party endorsee, Tuition Refund Insurance, full pay down of tuition, cash payments or a set payment plan.
14. In a two-parent household, generally, both parents must be employed in order to qualify for FA.
15. In the case of divorce or shared custody:
 - a. Both custodial parents must apply for FA by submitting individual applications for review.
 - b. If a parent has remarried, the income and assets of the step-parent shall be considered, bearing in mind the obligations that individual might have to his or her own children.
 - c. Both parents/guardians are expected to make financial contribution towards their tuition.
 - d. It is the responsibility of both parents/guardians to determine who will be responsible for what portion of the tuition balance as the school only issues one FA award and does not provide split billing. If the parents are on non-speaking terms then it is up to the parents to seek counsel to mediate and negotiate payment terms outside of the school.
16. Tuition and billing are managed accordingly to how parents set up their account in FACTS.
17. Chartwell will only disclose financial and enrollment matters with the parents/guardians that have signed the Enrollment Agreement.
18. FA families are expected to hold all obligations as stated in the Chartwell enrollment agreement otherwise will run the risk of having the FA award removed.
19. Chartwell will destroy tax returns associated with FA applications after student is no longer enrolled.

20. Chartwell does not discriminate against students of any race, religion, national origin or gender in the administration of its educational policies, admission policies, financial aid program or other school-administered programs.

21. Qualified FA applicants whom the budget is unable to support will be placed on a FA waiting list. If and to the extent funds become available, the FA Committee will distribute grants according to the current enrollment needs of the school.