

## **TUITION ASSISTANCE POLICIES, PROCEDURES, AND PRACTICES**

A Haverford School education is an investment in your child's future. It is also a significant financial commitment. The Haverford School understands this and is committed to making its educational opportunities available to students regardless of their family's financial resources.

### **Purpose**

The overriding purpose of the tuition assistance program at The Haverford School is to provide access to qualified students who would not be able to attend for financial reasons. The School is committed to socioeconomic, racial, ethnic, geographic, and religious diversity within its student body and seeks to provide access to the School for qualified students. The School supports an extensive need-based tuition assistance program. All grants are funded by the School. Athletic and academic scholarships are not given at The Haverford School. Grants are made only to students who qualify for aid on the basis of financial need. The Haverford School adheres to the National Association of Independent Schools (NAIS) Principles of Good Practice for Financial Aid, approved in 2010. Families must apply each year for tuition assistance. In order to be eligible, they must meet tuition assistance criteria established by Clarity and by The Haverford School. Continued need must be demonstrated each year. It is the policy of the Tuition Assistance Committee to maintain grant funding consistently from year to year, always subject to current documented need and established criteria.

### **Guidelines**

The Haverford School is committed to need-based tuition assistance (as explained in these policies and procedures) and is a member of Clarity which assists independent schools in determining financial need. To determine the amount of tuition assistance that may be offered to an applicant, The Haverford School relies on the "Suggested Tuition" as calculated by Clarity, as well as prior tax documents. All families are required to fill out this form. The Haverford School will not consider any request for tuition assistance until Clarity has completed its calculations. The calculation is used only as a guideline to assist The Haverford School in making tuition assistance decisions and is in no way binding on The Haverford School.

### **Parental Responsibility**

This is a self-managed process. The family is solely responsible for submitting the paperwork on time. The primary responsibility for financing a student's independent school education rests with the family. This noted, The Haverford School's tuition assistance program makes every effort to help all eligible applicants. Decisions are influenced by the availability of school resources, the number of qualified applicants, and overall budgetary constraints. At times, there have been insufficient funds to meet the needs of all accepted students who qualify for tuition assistance.

## **Need-Blind Admission**

The Haverford School does not use financial need as a consideration in determining a student's eligibility for admission. The admission and tuition assistance processes are separate and distinct. No decisions regarding tuition assistance are made until the child is accepted.

## **Standards of Behavior and Performance**

The School requires the same standards of behavior and academic performance from all of its students.

## **Confidentiality**

The Haverford School safeguards the confidentiality and privacy of all financial information supplied by applicants and—consistent with this—does not publicly identify recipients of tuition assistance.

## **Tuition Assistance Application Process and Timetable**

Families applying for admission indicate their intention to apply for tuition assistance on the application form. Returning students receiving tuition assistance are automatically emailed tuition assistance reminders. Tuition assistance information is emailed to all new applicants and current families who have received aid. Families applying for tuition assistance are responsible for reading all of the materials prior to completing tuition assistance forms. Families of applicants for admission must be mindful that they do not wait for an admission decision before completing the process but complete both processes in tandem. All families, including new applicants and current Haverford families, must meet deadlines if they wish to be considered for tuition assistance.

## **Tuition Assistance Waiting Pool**

Tuition assistance funds are limited, thus it is possible that a student may be offered admission, but not tuition assistance. Applicants whose needs cannot be met will be placed in a waiting pool. If funds become available at a later time (as funds are released from families on tuition assistance who leave the School or who do not qualify for continued assistance), they will be awarded to applicants who qualify. The Tuition Assistance Committee will decide on grants as funds become available, according to the enrollment needs of the School.

## **Appeal Process**

Families who are denied tuition assistance or who have questions about their grant, may make their concern known in writing only to the Tuition Assistance Committee, stating details that explain their concern. The letter must be specific and contain new information that was not in the original application. It is beneficial if the new information is quantified and documented. Only

one appeal is allowed. All Tuition Assistance Committee decisions are final. The Committee will not be able to review appeals until all initial grants are given. Please note that we are unable to meet with any third parties (i.e., accountants, lawyers, etc.) regarding your financial situation. All communication is between the tuition assistance office and the applicant.

### **Circumstances Affecting Parental Contribution**

Given limited resources, the following policies are designed to promote the fairest and most consistent division of available tuition assistance. The School adheres to the following policies unless special circumstances allow for deviation:

#### **Non-Working Parent**

To be fair and equitable, the School expects parents to contribute to tuition. If a parent makes the decision not to work, the School imputes an annual income for a non-working parent, after the youngest child in the family reaches kindergarten age.

#### **Divorced and Separated Parents**

In the case of a divorce or separation, the School requires both parents to file an application for tuition assistance. Both parents file a separate application. All current tax returns and supporting documentation are required from both parents. The School is not bound by any divorce agreement specifying a parent's responsibility for education expenses. It is felt to be unfair for the School to subsidize a child's education if one of the parents is capable, but unwilling, to contribute to his or her child's tuition. Custodial and new spouses are responsible for tuition if the child is claimed as a dependent on the tax return. Please contact the Tuition Assistance Office for guidance in handling unusual circumstances.

#### **College Funds and Student Assets**

The Clarity calculation takes these factors into account, by dividing total student assets by the total number of years remaining in a child's education, including kindergarten through 4 years of college.

#### **Calculation of Parental Assets**

The Tuition Assistance Committee takes into account additional factors in the calculation of a parent's ability to pay for tuition. These additional factors include home equity, other income, payments to pension and plans, and discretionary spending and lifestyle choices.

## Frequently Asked Questions

### **Who can apply for tuition assistance?**

Anyone can apply for tuition assistance.

### **Does applying for tuition assistance influence the admission decision?**

No. While families are encouraged to apply for tuition assistance as early as possible because of limited funds, tuition assistance decisions are not made until after a student has been accepted.

### **How do I apply for tuition assistance?**

Refer to the website ([www.haverford.org/tuitionassistance](http://www.haverford.org/tuitionassistance)) for all necessary steps. The Haverford School requires that the family file a Tuition Assistance application. All information relating to the parents' financial position will be treated confidentially. No use will be made of this information and these forms except to arrive at a fair determination of financial need. All communication is between the Tuition Assistance Office and the family. We cannot speak with attorneys, accountants, or other third parties.

### **How is financial need determined?**

Financial need is defined as the difference between the cost to attend The Haverford School and a family's ability to pay. Clarity provides the school with a general recommendation on a family's ability to pay for education. Major factors in determining financial need include, but are not limited to, net income, assets, and the number of children attending tuition-charging educational institutions.

### **Is tuition assistance automatically renewed each year?**

The Haverford School requires families receiving tuition assistance to reapply each year.

### **How soon should I apply for tuition assistance?**

Because requests for tuition assistance often exceed the funds available, it is important to apply as early as possible. Funds are allocated first to current families who meet the deadlines and qualify for aid.

### **Is there a repayment obligation when a family receives tuition assistance from The Haverford School?**

No. There is no obligation to repay a tuition assistance grant.

**What happens if the parents are separated or divorced?**

Clarity's policy for determining the financial need of students is based on the principle that both parents are responsible for the support and educational expenses of their children to the extent that they are financially able to assume responsibility. The Haverford School supports this policy and requires that both the non-custodial and custodial parents provide financial information. Each parent's financial information will be kept confidential. In certain situations, financial contributions may be expected from both parents. Failing to make sure that your son's tuition assistance file is complete in this respect can affect the amount of the grant. Please contact the Tuition Assistance Office for guidance in handling unusual circumstances.

**Who provides the funds for tuition assistance?**

The Haverford School, not Clarity, funds all tuition assistance grants. These resources come from The Haverford School endowment, tuition, and various gifts to the school. Clarity does not make tuition assistance grants, nor does it provide the money for tuition assistance grants.