

DERBY ACADEMY

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TUITION ASSISTANCE POLICY

Applications for tuition assistance are processed through [Clarity](#) and are made available September 1st for the next school year.

Tuition Assistance Committee:

- Head of School
- Director of Admission
- Associate Director of Admission
- Director of Community and Belonging
- Chief Financial and Operations Officer

Timeline:

- Applications must be completed and submitted to Clarity by January 31st for returning families and by February 5th for all Pre-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 tuition assistance award with their admission decision.
- Current families are notified by February 15th at the latest of their annual award provided we have received enough documentation to make the award. All returning families are required to reapply.

Documentation Required:

- Tuition Assistance Application submitted to Clarity
- 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.

Confidentiality Statement:

- This award is a confidential matter between Derby Academy and the family. Only a small, select group of Derby Academy administrators are aware of tuition assistance applications and awards.
- 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 Clarity 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.
- A deposit of 5% of your net tuition will be required upon acceptance of your award.

Appeal Process:

- A family may submit an appeal to receive more aid than is originally awarded. Families are required to notify the Admissions department via email 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.

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. Returning Children of Faculty/Staff (Preference to Tenure)
5. New Children of Faculty/Staff (Preference to Tenure)
6. Students with Underrepresented Backgrounds
7. Children of Alumni or Other Legacy Relationship
8. New Students to Derby Academy

Tuition Assistance for Employee Children:

- All full-time employees are eligible to apply for tuition assistance for their dependent children using Clarity.
- Tuition payments are capped at 25% of the base tuition, however, a minimum payment of \$500 per child/per school year is required.
- All eligible/interested employees are responsible for the full payment of their application fee.
- Please note that there is no guarantee of enrollment and/or tuition assistance. Both enrollment and tuition assistance are contingent upon financial constraints of Derby Academy and spot availability.
- When computing awards for Employee Children, Derby Academy will remove the faculty/staff member's salary from the equation.
- Continuation of the tuition assistance will be based upon the same criteria as applied to all other families receiving tuition assistance. (See "Awarding Priorities" above) Families are required to reapply annually.
- If you have a child currently enrolled under the prior 2022-2023 policy, you will be grandfathered into that policy until the student's graduation or exit from Derby Academy unless the new policy is more beneficial.

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 \$25,000 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 approved by the Tuition Assistance Committee (TAC).

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 to help complete a full evaluation.

Chart of Fees and Coverages

Fee Type	0-85% Award	86-100% Award	Threshold
Auxiliary Program Fees			
Summer Programs	Equal to Award %	100% covered	Under \$50 covered in full.
Summer Smarts	Equal to Award %	100% covered	Under \$50 covered in full.
Afterschool Clubs	Equal to Award %	100% covered	Under \$50 covered in full.
After Care	Equal to Award %	100% covered	Under \$50 covered in full.
Instrument Lessons	Equal to Award %	100% covered	Under \$50 covered in full.
Trips			
Day Field Trips	100% covered	100% covered	
Optional Overnight Trips	Equal to Award %	Equal to Award %	Under \$50 covered in full.
School Sponsored Day Trips	100% covered	100% covered	
Model UN/Special Programs	100% covered	100% covered	
Athletics			
Athletics Gear	Equal to Award %	100% covered	Under \$100 covered in full.
Athletic Clothes	100% covered	100% covered	
Hockey Participation Fee	Equal to Award %	100% covered	Under \$100 covered in full.
Field Day T-Shirts	100% covered	100% covered	
Program Supplies			
Required Technology Supplies	100% covered	100% covered	
School Supplies	100% covered	100% covered	
Instrument Rentals/Supplies	100% covered	100% covered	
Events			
School Sponsored Events	100% covered	100% covered	
Derby Fair	100% covered	100% covered	
Fundraising Event Ticket for Parent/Guardian	50% covered	50% covered	
Other			
Transportation	Equal to Award %	100% covered	Under \$50 covered in full.
Yearbook	100% covered	100% covered	
Derby Store	2 Free items annually per student and then 50% off	2 Free items annually per student then 50% off	

Notes to Fee Schedule

- **Summer Programs:**
 - A student must be enrolled and have a completed/approved tuition assistance application from the school year in order to receive discounted rates for summer programs.
- **Events and Trips:**
 - Field trips and necessary specialty gear (such as sleeping bags, etc.)
 - School sponsored events (such as Derby Fair bracelet)
 - 8th Grade Ski trip (including rentals and lessons)
- **Note about all Fees:**
 - Fees that are not listed or that occur throughout the year may be eligible for coverage as well. If you need clarification around if we have support for your need please reach out to our Director of Community and Belonging.

Our goal is to help support our TA families and make their experience seamless at Derby Academy.

Throughout the year you may be contacted by the Director of Community and Belonging, the Admission Office, or the 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.

Revised 1/18/24