Baylor School
Financial Aid
Responsibilities

SCHOOL RESPONSIBILITIES

To adhere to the National Association of Independent Schools' Principles of Good Practice for Financial Aid Administration available at www.nais.org.

To ensure separate and distinct, yet simultaneous, admission and financial aid processes. Baylor determines eligibility for admission prior to determining a financial aid award.

To measure the effectiveness of our progress towards the goal and objectives of this program.

To strive for transparency and clear communication regarding policies, responsibilities, procedures, and guidelines.

To send annually in the fall financial aid application materials to families currently receiving assistance.

To send application materials upon request to current students/families receiving assistance and families, both returning students/families and new prospective students/families, who wish to apply to the program. To answer questions and aid with completing the application forms.

To submit mandatory information required for eligibility in TSSAA sanctioned athletics.

PARENT RESPONSIBILITIES

To complete the financial aid application (Clarity) process thoroughly, meeting all deadlines.

To complete the financial aid application (Clarity) process yearly to remain eligible for financial aid because financial circumstances can change from year to year.

To schedule a meeting with the Director of Financial Aid and Scholarships for families applying for financial aid for the first time (currently enrolled families and families going through the Admission Process) if the need to seek counsel or answer additional questions not covered in written material.

To contact the Financial Aid Program with questions or concerns.

To appeal the amount of an award or denial of an award in writing to the Director of Financial Aid and Scholarships explaining your concern. The Director will refer the correspondence to the Financial Aid Committee and will communicate the decision regarding your request.

To make a determined effort to keep school billing accounts up to date monthly and to promptly communicate and stay in contact with the Finance/Business Office and Financial Aid Office should unanticipated financial challenges make it difficult or impossible to stay current in school billing or meet financial obligations to the school.

To promptly notify the Financial Aid Office should a family's financial circumstances improve as such a change may require a reevaluation of the award.