Seattle Country Day School
Financial Aid Policy and Procedure

Policy
The purpose of the financial aid program is to extend long-term access to the educational programs at Seattle Country Day School to mission appropriate students of diverse socioeconomic backgrounds, who will thrive in an academic environment where constructivist curriculum emphasizes projects, honors depth over breadth, and accentuates creative problem-solving, but may not have the economic means to pay full tuition. Students are admitted on a need-blind basis. The application process for admission is separate from the application process for financial aid. The financial aid program also provides short-term or emergency aid to current Seattle Country Day School families who are experiencing temporary financial difficulties depending on the availability of funds.

Seattle Country Day School awards financial aid to students in Kindergarten through Grade 8 based on demonstrated financial need as determined by the school's financial aid application process utilizing Ravenna Financial Aid (formerly School and Student Services) Ravenna Financial Aid. The financial aid committee, consisting of the head of school, chief financial officer and director of financial aid and any other appointee deemed necessary and appropriate by the head of school, is responsible for administering the policy. The school safeguards the confidentiality of financial aid applications, records, and decisions.

It is the school's belief that each family bears the primary responsibility for financing education costs, and that both parents contribute to the educational costs of their child to the best of their ability.

Students currently receiving financial aid receive priority over current students applying for financial aid for the first time and newly accepted applicants.

Families are required to submit a complete application for financial aid each year in February. Generally, a family may plan to receive a similar percentage of finance aid for the upcoming school year as long as they demonstrate financial need as determined by the school's financial aid application process. However, financial aid awards are based on the information provided on the financial aid application. Changes in a family's financial circumstances will be reflected in the amount of financial aid awarded.

It is the school's expectation that both parents earn income. If a spouse chooses not to be employed, an annual salary based on a 40 hour work week paying minimum wage will be added to the income calculations for evaluation.

Financial aid awards are based on a family's ability to meet education costs, therefore willingness to pay will not be considered. For families where parents are divorced or separated, assets of both parents will be considered regardless of any agreements parents may have with each other. A financial aid application is also required of stepparents, domestic partners, and spouses if either parent has remarried.

Final financial aid awards will not be made without all required documentation.

Financial aid awards include the costs overnight trips for Intermediate School and Middle School. Financial assistance will be provided at the same level as tuition for other co-curricular and extra-curricular activities.

Procedure
January – Financial aid information is sent to current and prospective families that includes information about applying for financial aid for the upcoming school year. Families applying for admission may receive information on request or from the school's website.

February – Financial aid application materials are due. Required documentation includes:

- Parents Financial Statement (PFS)
- Tax returns, including schedules for the most recent tax year
- W-2s for the most recent tax year

The application must be submitted on-line using the Ravenna Financial Aid website. All documents must be uploaded to the Ravenna Financial Aid website. The school does not collect or maintain any hard copy records.

March – Notification of financial aid awards is sent to current families. New students receive notification of financial aid awards along with admission notification. Because current families are asked to make their enrollment commitment for the upcoming school year in February prior to when financial aid decisions are made, if a family has applied for financial aid and withdraws due to financial circumstances, the non-refundable enrollment deposit will be refunded with no other financial penalty. The due date for withdrawal under these circumstances may vary slightly from year to year.