

## **Tuition Adjustment Program**

### **Prairie Hill Waldorf Tuition Adjustment Philosophy**

Prairie Hill Waldorf School is committed to actively enrolling a student body that is socio-economically diverse. Our Tuition Adjustment Program supports this goal by making Waldorf education accessible to families of varying economic backgrounds. In return, we seek families who are committed to making this important financial and personal investment in their child's future.

Prairie Hill dedicates approximately **10% of its gross tuition** income to need-based tuition reduction. It is expected that parents applying for tuition adjustment will thoroughly examine their financial status and other available sources of support prior to asking Prairie Hill Waldorf School for assistance. We expect all parents to contribute honestly toward tuition, including seeking employment to help defray educational expenses.

Tuition Adjustment is considered separately from the admissions process and only after a student has been accepted. Families are expected to apply annually, as family circumstances and the annual allotment of available funds for tuition adjustment may change.

### **Key Information**

- Tuition adjustment is available for children in 5-full day Wonder Garden/Kindergarten and children in Grades 1-8. Students in the 3-day or 5-day half day Wonder Garden/Kindergarten programs are not eligible for tuition adjustment.
- All paperwork and enrollment fees must be completed **by February 21, 2024** to be considered for adjustment.
- Support comes in the form of a **reduction** in the family's gross tuition.
- Adjustment will not exceed 50% of the gross tuition. Most tuition reductions typically range between 10% and 40% of total tuition.
- Tuition Adjustment is limited and not intended to subsidize discretionary lifestyle choices.
- Before considering any reduction, the Tuition Adjustment Committee will examine the resources available to the student and family, the completed FACTS form, and any other information the family wishes to share.
- Parents who live separately and are divorced or who have never been married must complete separate applications.
- In cases of separation or divorce, the Tuition Adjustment Committee will request copies of any legal documents relating to the payment of private school tuition. Beyond the payment of tuition, the committee will not become involved in any financial arrangements between parents.
- **The Tuition Adjustment Committee reviews all applications. During this process, the committee may contact you by phone or in person to review your application. You will receive a written notification of the committee's decision in the mail.**
- You are required to respond within 2 weeks of receiving your Tuition Adjustment award.
- Should the parents think the committee has missed or overlooked something in making its decision, the parents may provide the school a **written appeal letter stating specifically what has been missed** and provide any additional financial information that would help the committee in its work.

## Application Process

1. After completing the enrollment process and when you have an acceptance letter from the Admissions Coordinator, you may start the Tuition Adjustment Process.
2. Prairie Hill Waldorf School processes all payments as well as tuition adjustment through **FACTS Management**. You may use your current user name and password. If you do not have one you can create an account. Please log in at <https://online.factsmgmt.com/signin/3Zmm2>. To apply for adjustment with FACTS, you will need:

- Signed copies of all pages and schedules of the previous year's (or the year before if current taxes are not completed by the deadline) federal, and state tax returns for both parents.
- All W-2 and/or 1099 and/or business tax returns.
- Copies of two most recent pay stubs for each parent.

To be returned to school:

- Application Fee and/or re-enrollment fee.
- Returned Tuition Adjustment Request (SIGNED)
- Returned Tuition Contract (UNSIGNED)

Thank you,  
Jeanne Ring

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