

# Financial Aid Program

Your child's education at the Montessori School of Denver (MSD) is an investment in his or her future that requires your family to make a significant financial commitment. MSD is likewise committed to providing financial assistance for families based on demonstrated need. MSD's tuition assistance is awarded to the student based on the family's financial information. All parents who feel they need assistance in paying tuition should apply.

The MSD Financial Aid Committee meets on a regular basis during contract season and awards are made before a contract is offered. The Committee must have all required materials completed and submitted to the Business Office in order to make awards. Please read carefully and follow instructions to apply for Financial Aid for the 2012-2013 academic year.

## **Returning Families with Aid**

The families who have received financial assistance for the current year and wish to continue to receive aid must reapply each year. The level of assistance will continue to depend on the family's ability to contribute to the student's education.

## **Returning Families without Aid**

The Financial Aid Committee will do its best to meet the needs for current families who are requesting tuition support for the first time. It is necessary for families applying for the first time to include a statement detailing the circumstances that are responsible for the financial assistance request.

## **Families New to MSD**

Applications for tuition assistance for new students are considered independent of the admissions process and awarded solely on the basis of need.

## **Award Information**

MSD Financial Aid awards typically range from \$500 to one-half tuition. There is additional money available to help students throughout the school year with field trips and other class fees. These incidental costs are considered on a case by case basis. Financial Aid is available for Primary through Elementary students. Financial Aid is not available for Toddler students.

## **Contracts and Financial Aid Awards**

Financial Aid applicants who complete the process by February 10, 2012 will be notified in mid-March 2012 about Financial Aid awards. If Financial Aid is awarded, the packet sent to you will include your student contract(s). Student contracts must be signed and returned by March 21, 2012 in order to secure your student(s) spot(s) and Financial Aid award(s) at the school for the next school year.

## **Financial Aid Applications Received After February 10, 2012**

Applications received after the February 10, 2012 deadline will be processed on a monthly basis. The second round of awards will be announced in late April.

## **Divorced and Separated Parents**

In the case of divorced or separated parents, the Committee requests that both natural parents submit an application. It is the responsibility of the custodial parent to ask the non-custodial parent to submit the necessary forms. Should either of the natural parents be remarried, the stepparents' financial data will also be considered. The financial responsibilities to the stepparents' children will be taken into account. The Committee realizes that these can be sensitive situations and it is their intention to decide each case on its own merits, taking into account special circumstances when necessary.

## **Unmarried Partners**

Unmarried partners raising a child together both need to submit information online to Financial Aid for School Tuition (FAST). The link to the FAST website is available through the MSD website.

## **Other Financial Support**

If your family is receiving, or will receive, financial support from an additional source, or your child(ren) receive support for tuition payments, you must report this on your Financial Aid Form and on the FAST online application form. Additional sources would include grandparents, other family members, social security, trust funds, or any other sources.

## **Unpaid Current Tuition**

Financial Aid can be awarded to returning students only if their tuition for the current year is paid to date.

## **Confidentiality**

All records and correspondence are held in the strictest confidence with only the following having access to the files: the Head of School, Business Manager and the Financial Aid Committee.

## **Employment Considerations**

The Financial Aid Committee considers it reasonable to expect both parents to be employed if they are asking the school for assistance with tuition costs. Should a family choose to have an unemployed parent, the committee may include a minimum "other parent income" when analyzing the family's ability to pay.

## **Present and Expected Income**

The Committee will take into account a family's entire financial picture, including expected income for the year in which tuition assistance will be given.

## **Review of Decision**

Any request for review of the aid decision must be made in writing to the Financial Aid Committee. The Committee may request additional financial information based on the request.

# **HOW TO APPLY FOR FINANCIAL AID**

## **Returning Families with Aid**

MSD Financial Aid Information packets will be mailed by December 15, 2011 to families receiving assistance for the current year.

## **First Time Applicant**

Current families applying for tuition assistance for the first time need to request a Financial Aid Information packet from the Business Office or by picking one up at the Receptionist desk.

## **Steps for Completing Application Process**

1. Complete the MSD Financial Aid Form and return or fax the form to the Business Office as soon as possible. Fax number: 303-757-6145
2. To complete the online Financial Aid Application on the FAST website follow these instructions:
  - Log on to the MSD website: [montessoridenver.org](http://montessoridenver.org)
  - Click on the Admissions tab
  - Click on the Tuition and Financial Assistance sub-navigation on the left
  - Click on the FAST link (this takes you to the MSD FAST application)
  - Complete the online Application
  - Review the “Checklist for Documents Needed” and submit them in the FAST envelope provided by the due date. Please note that until the online application is completed, and the required documents are received by FAST, the Financial Aid process is not complete.
  - Divorced or separated parents need to complete a separate but linked application form and submit the required documents. Information on the process for divorced or separated parents can be found in the User Guide area of the site.
3. Priority Processing – 24 hours after you have completed the financial portion of the application you will need to go back into your FAST account and complete the FAST Tax Wizard. Upon completing the Wizard there will be a barcode page that you will need to print and include it in your tax package that you mail to FAST. The barcode page will move your FAST application to priority status.

## **Dates to Remember**

December 2011	Financial Aid Information Packets available
February 10, 2012	Deadline for Financial Aid Application and documents submitted to FAST
Mid-March 2012	First round of Financial Aid awards mailed
March 21, 2012	Financial Aid and Student Contracts due
Late April	Second round of Financial Aid Awards mailed

### **Financial Aid Open Office**

Ann Poundstone, MSD Business Manager, will have open office hours for families interested in the Financial Aid program on select Friday mornings from 8:30am to 9:30am (see dates below) or by appointment. For an appointment please contact Ann at 303-756-9441 extension 12, or email [apoundstone@msd-co.org](mailto:apoundstone@msd-co.org).

#### Open Office Dates:

January 6, 2012

January 13, 2012

January 20, 2012

January 27, 2012

February 3, 2012

February 10, 2012



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