

## STANBRIDGE ACADEMY

515 East Poplar Avenue, San Mateo, California 94401 • Phone 650.375.5860 • Fax 650.375.5861

### Important Financial Aid Information for the 2018-2019 School Year

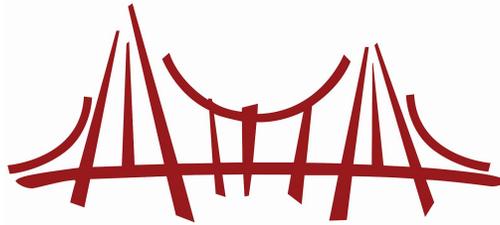
To process and analyze all financial aid applications, Stanbridge uses the School and Student Services by National Association of Independent Schools (SSS by NAIS) platform. SSS by NAIS sends us a Report of Family Contribution (RFC), which is a recommendation of how much tuition your family can afford. The Stanbridge Financial Aid Committee uses the RFC as a guide and then evaluates each application to determine the financial aid grant.

Please note that all families currently receiving Financial Aid in the 2017-2018 school year must reapply for Financial Aid for the 2018-2019 school year.

Financial Aid applications must be submitted to SSS by NAIS by Friday, **March 23, 2018**. It is essential for families to meet this deadline to allow the Financial Aid Committee time to evaluate applications. Unfortunately, if you do not meet this deadline, financial aid funds may be exhausted. Please note that continuing families receive priority status over new families.

#### To Apply:

- Complete the Financial Aid application at <http://sssbynais.org/parents/>. If you need technical assistance with the SSS by NAIS platform, please call them directly at (800) 344-8328. If you have other questions, please contact Ward Quincey in Stanbridge's business office at (650) 375-5864, or at [wquincey@stanbridgeacademy.org](mailto:wquincey@stanbridgeacademy.org).
- If you are receiving assistance from your public school district, you are required to include this information in your application as it will clearly impact how much tuition you will be able to pay.
- Keep in mind that you must submit to SSS by NAIS your 2017 Federal Income Tax Return as well as your 2016 Tax Return if you have not previously done so. If you have not yet filed your 2017 Tax Return, submit your 2016 Tax Return with your application and then submit your 2017 Tax Return immediately after you file it with the IRS. We reserve the right to amend your Financial Aid award if information from your 2017 Tax Return indicates a change in your financial situation.
- For parents who are divorced or separated, each parent must complete a separate SSS by NAIS application and submit the same requested documents and forms.
- You should receive your Financial Aid Award notification by April 13. At that time you should sign and return the document to Stanbridge by April 23, 2018.



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# FAQs Regarding Financial Aid for the 2018-2019 School Year

### How do we start the Financial Aid application process?

- To help us make an accurate determination of your family's need, Stanbridge Academy uses an independent agency called School & Student Services by the National Association of Independent Schools (SSS by NAIS). They collect all required forms on our behalf using an secure online data collection site. It is essential that you send in this required information on time directly to SSS by NAIS, so that your file is complete and ready for consideration by the Stanbridge Academy Financial Aid Committee. This Committee makes all decisions regarding Financial Aid awards.

### How do I apply for Financial Aid?

- Stanbridge Academy requires that a family file a Parents' Financial Statement (PFS) along with additional information required by SSS by NAIS. Please visit SSS by NAIS at <http://sssbynais.org/parents/> for information and to apply online. If you need assistance with their website, please call (800) 344-8328. Families must accurately disclose all relevant financial information, including any outside financial support or the existence of a third-party payer such as a school district.
- The online PFS filing fee is \$49. If you are unable to afford this fee, contact Ward Quincey in Stanbridge's Business Office at [wquincey@stanbridgeacademy.org](mailto:wquincey@stanbridgeacademy.org), as a limited amount of fee waivers are available. Please note that Stanbridge's Subscriber Code is 3671.
- In addition to the Parents' Financial Statement, you will be asked to file a copy of your signed IRS 1040 tax forms and all supporting schedules for 2017 and 2016. If needed, you may also be asked for copies of your 2017 W-2s and current pay stubs. All information related to the parents' financial circumstances will be handled in strict confidence. Your submitted financial information will only be used to arrive at a determination of financial need.

### What is the deadline to apply for Financial Aid?

- Financial Aid will be awarded to qualifying families by April 13, 2018. Requests from families that are incomplete by the March 23, 2018 deadline will be processed as completed, and only if funds are available, after this date. For new families whose child is accepted during the school year, there may be funds available for a prorated Financial Aid award for the remainder of the school year.

### Who may apply for Financial Aid?

- Anyone who has applied for admission may apply for Financial Aid. Your child must be a U.S. citizen or permanent resident.

### **Does applying for Financial Aid influence the admissions decision?**

- No. Financial Aid files are reviewed and award decisions are made separately from admissions decisions.

### **What does the Financial Aid Committee do?**

- The Financial Aid Committee is charged with assessing the financial need of each applicant and making Financial Aid awards. The Committee gives top priority to re-enrolling families who are receiving Financial Aid in the current school year. The Committee gives second priority to families whose child currently attends the school but did not receive Financial Aid in the current school year. The Committee gives third priority to new students to the school.

### **How is financial need determined?**

- Financial need is defined as the difference between what it costs to attend Stanbridge Academy and the amount a family is able to pay. The SSS by NAIS tabulation of submitted financial information provides the school with a general assessment of a family's ability to pay tuition. Major factors in determining financial need include, but are not limited to, income, assets (including home equity, college funds, and investments), family size, and school district assistance. Financial Aid is typically limited to 25% of tuition for a child's first year at Stanbridge Academy and to 50% of tuition for every year thereafter.

### **Is Financial Aid automatically renewed each year?**

- No. Stanbridge Academy requires families receiving Financial Aid to reapply each year. Changes in circumstances such as income, family status, and family assets may increase or decrease an award. Each family's financial situation is reviewed annually.

### **What happens if the parents are divorced or separated?**

- Stanbridge Academy believes that parents have an obligation to pay for their children's educational expenses to the extent that they are able. In cases of separation or divorce, each parent is required to complete a separate SSS by NAIS application and submit the same requested documents and/or forms (unless extraordinary circumstances prevent one of the parents from completing the application) regardless of custody or legal financial arrangements. Financial Aid is awarded to the student, and divorced parents must decide among themselves how the balance of the tuition is to be paid between the parents, regardless of legal custody or financial arrangements.

### **What if a school district pays for some or all of our child's tuition?**

- School district financial assistance must be disclosed by parents on the Parents' Financial Statement, and this assistance will be taken into account to determine Financial Aid awards.

### **Will a change in our family financial circumstances during the school year change the Financial Aid award?**

- As a condition of your Financial Aid award, you agree to notify the school of any changes in your financial situation. If your circumstances change after you submit your application, contact Ward Quincey in Stanbridge's Business Office at [wquincey@stanbridgeacademy.org](mailto:wquincey@stanbridgeacademy.org) to submit your new information. The Financial Aid Committee will review the new information, and awards may be modified based on your demonstrated need and our available resources. Such changes include, but are not limited to, parents' compensation or job status, sales of capital assets, school district assistance, grandparents' (or other relatives') support, gifts, inheritances, etc.

**My spouse does not work. How will that affect my Financial Aid award?**

- Since we believe that families should bear the primary responsibility for financing their children's education, it is our expectation that both parents contribute financially. There are circumstances such as caring for a disabled or elderly parent, or a preschool child that might exempt a family from this policy. Each application is evaluated individually. We encourage you to explain any extenuating circumstances in the narrative portion of the application so that your complete financial situation can be considered in the process. This will assist the Committee to include non-numerical assessment factors in their deliberations.

**When will I be notified of my award?**

- The school will notify families who have completed their applications and submitted all required documentation by the stated March 23, 2018 deadline of their award decision by April 13, 2018. If an application is incomplete as of the deadline including submitting required documentation, families will be notified once the application and documentation is complete and the Committee has reviewed the information.

**Is it possible to appeal the Financial Aid allocation?**

- Yes. Please write to the Financial Aid Committee via Ward Quincey at [wquincey@stanbridgeacademy.org](mailto:wquincey@stanbridgeacademy.org) with your appeal. Include any information that will help the Committee better understand your situation, such as a detailed list of monthly expenses or any information from your application forms that you wish to explain more thoroughly.

**What payment plans are available?**

- Stanbridge Academy requires all families to pay a non-refundable deposit when they submit their signed student enrollment contract. Families can choose to pay the remainder of the tuition due for the school year in a single payment by July 1 or choose to pay the remaining tuition due in installments as outlined in the student enrollment contract. Please see the student enrollment contract for more information.

**May I complete the Financial Aid application online?**

- Yes. Go to <http://sssbynais.org/parents/> to start your application. If you have questions, you may call the SSS by NAIS helpline at (800) 344-8328.

**Will my information be kept confidential?**

- Stanbridge Academy respects the privacy rights of all individuals involved in the admissions and financial aid processes including those of parents, students and teachers. All information furnished as part of the admissions process from any source or prepared by anyone at the Financial Aid Committee's request is confidential and will be used solely by the school administration and the Committee and will not be disclosed to anyone including the applicant and his or her family. The Committee will review summary financial information for each applicant. All awards will be confidential and will not be disclosed beyond the Committee and Business Office.

**What is your policy on discrimination?**

- It is the policy of Stanbridge Academy to provide equal opportunity with regard to race, color, religion, sex, age, national origin, disability, military/veteran status, marital status, sexual orientation, gender identity, or gender expression. This includes, but is not limited to admissions, employment, Financial Aid and educational services. Inquiries concerning application of this policy may be referred to Ward Quincey at [wquincey@stanbridgeacademy.org](mailto:wquincey@stanbridgeacademy.org) in Stanbridge's Business Office.