Frequently Asked Questions Regarding the Stanbridge Academy Tuition Assistance Program for the 2016 - 2017 School Year

• How do we start the Tuition Assistance application process?
To help us make an accurate determination of your family's need, Stanbridge Academy uses School & Student Services (SSS), an independent agency which is a part of the National Association of Independent Schools, who will collect all required forms on our behalf. It is essential you send in the required information on time directly to SSS, which uses an on-line secure data collection site, so that your file is complete and ready for consideration by the Stanbridge Academy Tuition Assistance Committee. This Committee makes all decisions regarding Tuition Assistance awards.

• How do I apply for Tuition Assistance?
Stanbridge Academy requires that the family file a Parents' Financial Statement (PFS) form along with additional required information. This is the official application provided by the School and Student Services (SSS). Please visit the SSS home page at http://sssbynais.org/parents/ (or call 800-344-8328) to learn more, download the latest application and information or apply online. 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.

We recommend that you complete your PFS online to expedite processing. The online PFS filing fee is $47.00. If you are unable to afford their application fee, contact the school Business Office, as a limited amount of fee waivers are available. If your are mailing your PFS or any other materials to SSS, please include the Stanbridge Academy SSS Subscriber Code 3671.

In addition to the Parent's Financial Statement, you will be asked to file a copy of your signed IRS 1040 tax forms and all supporting schedules for 2015 and 2104. If needed, you may also be asked for copies of your 2015 W-2s and current paystubs. All information related to the parents' financial circumstances will be handled in strict confidence. Your financial information submitted will only be used to arrive at a fair determination of financial need.

• What is the deadline to apply for Tuition Assistance?
Tuition Assistance will be awarded to qualifying families by April 8, 2016. Requests from families that are incomplete by the 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 pro-rated Tuition Assistance award for the remainder of the school year. Please inquire at the school office to determine if an application should be submitted.

• Who may apply for Tuition Assistance?
Anyone who has applied for admission may apply for Tuition Assistance. Your child must be a U.S. citizen or permanent resident.

• Does applying for Tuition Assistance influence the admission decision?
No. Tuition Assistance files are reviewed and award decisions are made separately from the admissions process.

• What does the Tuition Assistance Committee do?
The Tuition Assistance Committee is charged with the task of assessing the financial need of each applicant. The committee requires that an application be completed and financial data submitted so they may determine the level of income and assets, consider overall expenses, determine if Stanbridge Academy can offer financial assistance and, if so, to what level. Each family whose child is enrolled at Stanbridge Academy is expected to participate in at least a portion of the annual tuition expense. Families currently receiving Tuition Assistance have first priority to receive aid for the following year if the student is accepted academically for the next year. The second priority is for families whose child currently attends the school but did not apply for tuition assistance in the current year. The final priority is for new students entering Stanbridge Academy.

• How is financial need determined?
Financial need is defined as the difference between what it costs to attend Stanbridge Academy and a family's ability to pay. The SSS tabulation of your financial information provides the school with a general assessment of a family's ability to pay for education. Major factors in determining financial need include, but are not limited to, income, assets (including home equity, college funds, and investments), family size, and economic lifestyle choices. Tuition Assistance is limited to 25% of tuition for your child's first year at Stanbridge Academy and to 50% of tuition for every year thereafter.

• Is Tuition Assistance automatically renewed each year?
No. Stanbridge Academy requires families receiving Tuition Assistance to reapply each year. Changes in circumstances such as income, family status, and family assets may increase or decrease an award. Every family's current situation is reviewed annually.

• What happens if the parents are divorced or separated?
Stanbridge Academy believes that parents have an obligation to pay for the educational expenses of their children to the extent that they are able. In cases of separation or divorce, each parent is required to complete a separate SSS 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. Tuition Assistance is granted to the student, and divorced parents must decide amongst themselves how the balance of the tuition is to be split between each parent regardless of legal custody or financial arrangements.

• What if our child's school district provides tuition support?
Any school district support must be disclosed by parents on the Parent's Financial Statement, and this support will be taken into account to determine Tuition Assistance grant, if any.

• Will a change in our family financial circumstances during the school year change the financial assistance award?
As a condition of your Tuition Assistance award, you agree to notify the school of any changes in your circumstances or financial situation. If your circumstances change after you submit your application, contact the school Business Office to submit your new information. The Tuition Assistance 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, parent's compensation or job status, sales of capital assets, school district funding, grandparent's (or other relative's) support, gifts, inheritances, etc.

• My spouse does not work. How will that affect my Tuition Assistance award?
Since it is our belief that families bear the primary responsibility for financing the education of their children, it is our policy to expect both parents to 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 true financial situation can be considered in the process, which will assist the committee to apply non-numerical assessment factors into 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 deadline of their award decision by April 8, 2016. If an application is incomplete as of the deadline or required documentation has not been submitted, families will be notified once the application and documentation is complete and the committee has reviewed the information.

• Is it possible to appeal the Tuition Assistance allocation?
Yes. Please write to the Tuition Assistance Committee explaining your appeal. Include any information that will help the committee to 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 enrollment agreement. Families can choose to pay the remainder of the tuition due for the school year in a single payment by September 1 or choose to pay the remaining tuition due in installments as outlined in the enrollment agreement. Please see the enrollment agreement for more information.

• May I complete the Tuition Assistance application "on line"?
Yes. Go to http://sssbynais.org/parents/ to start your application. If you have questions, you may call the SSS Helpline at 800-344-8328 (toll free).

• Will my information be kept confidential?
Stanbridge Academy respects the privacy rights of all individuals involved in the admissions and financial aid processes including parents, students and teachers. All Information of any kind furnished as part of the admissions

process from any source or prepared by anyone at its request is confidential and will be used solely by the school administration and the Tuition Assistance 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 members of the School administrative staff.

• What is your policy on discrimination?
It is the policy of Stanbridge Academy to provide equal opportunities without regard to race, color, national origin, gender/sex, age, qualified handicap, marital or veteran status. This includes, but is not limited to, admissions, employment, Tuition Assistance and educational services. Inquiries concerning application of this policy may be referred to Stanbridge Academy Chief Financial Officer.