

TUITION ASSISTANCE



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 tuition assistance for families based on demonstrated need. MSD's Tuition Assistance is awarded to the student based on the family's financial need. All parents who feel they need assistance in paying tuition should apply.

The MSD Tuition Assistance 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 the instructions to apply for Tuition Assistance for the 2019-2020 academic year.

Tuition Assistance Application Deadline – January 18, 2019

Tuition Assistance applicants must submit the MSD Tuition Assistance Form, and have started the online FAST application, no later than January 18, 2019. The deadline for the first round of Tuition Assistance awards is February 15, 2019. To meet that deadline, and be in the first round of Tuition Assistance awards, the FAST application must be completed and the 2018 tax returns and documentation must be mailed or downloaded to FAST by February 15, 2019. Applications completed after February 15, 2019 will be processed on a monthly basis with the final round of awards being announced in late April. Please note that if you are filing an extension for your 2018 taxes, your Tuition Assistance application will not be processed until your application is complete and there is a risk of limited Tuition Assistance funds after April 2019.

Enrollment or Re-Enrollment Contracts

Tuition Assistance applicants should not complete an Enrollment or Re-Enrollment Contract until their Tuition Assistance application process is complete. The first round of Tuition Assistance award notifications will be in early March 2019. If Tuition Assistance is awarded, you will receive an electronic contract detailing the award. Middle School contracts must be signed and returned by March 8, 2019 and Primary through Elementary contracts must be signed and returned by March 14, 2019 in order to secure your child's/ children's spot(s) at MSD and Tuition Assistance award(s) for the 2019-2020 school year. Awards processed after these deadlines will have five business days to return the student contract(s).

Tuition Assistance Appointments

Dagmar Haberkorn, MSD's Business Manager, is available to meet with families interested in the Tuition Assistance Program. If your family is new to MSD and/or newly interested in MSD's Tuition Assistance Program, you must schedule a time to meet with Dagmar. Please contact Dagmar to make an appointment by calling 303-756-9441, extension 116, or email dhaberkorn@msd-co.org.

Returning Families with Assistance

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

Returning Families without Assistance

The Tuition Assistance Committee will do its best to meet the needs for current families who are requesting Tuition Assistance 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 Tuition 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 Tuition Assistance awards typically range from \$500 to one-half tuition. Tuition Assistance is available for Primary through Middle School students. Tuition Assistance is not available for Toddler students.

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 Assistance 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 Tuition Assistance Form and on the FAST online application form. Additional sources would include grandparents, other family members, social security, trust funds, or any other sources. Please note, not disclosing additional support may result in forfeiture of a Tuition Assistance award.

Unpaid Current Tuition

Tuition Assistance 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 Tuition Assistance Committee.

Employment Considerations

The Tuition Assistance 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 a stay-at-home parent, the committee may include a minimum "other parent income" when analyzing the family's ability to pay.

Present and Expected Income

The Tuition Assistance 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 Tuition Assistance Committee. The Committee may request additional financial information based on the request.

HOW TO APPLY FOR TUITION ASSISTANCE

Steps for Completing the Application Process

*Please note, until the online application is completed, and the required documents are received by FAST, the Tuition Assistance process is not complete.

1. Complete the MSD Tuition Assistance Form and return or fax the form to the Business Office as soon as possible (no later than January 18, 2019). Fax number: 303-757-6145.
2. To complete the online Tuition Assistance Application on the FAST website follow these instructions:
 - Log on to the MSD website: montessoridenver.org
 - Click on the Admissions tab
 - Click on "Tuition Assistance" from the drop down menu
 - Click on the FAST link (this takes you to the MSD FAST application)
 - Complete the online Application
 - *In order to complete the FAST Application, you must submit and pay the processing fee.**
 - 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.

Student Withdrawals and Tuition Assistance

- Withdrawal during the school year: If a student is withdrawn during the school year the Tuition Assistance will be prorated to the date of withdrawal. The full remaining balance of the tuition, even the portion of the tuition that was previously going to be covered by Tuition Assistance, will be the responsibility of the family.
- Withdrawal after the Withdrawal Date and prior to the start of the school year: If a student is withdrawn after the Withdrawal Date, and prior to the start of the school year, the Tuition Assistance is rescinded and the family is responsible for the full tuition.

Dates to Remember

November 15, 2018	Tuition Assistance Information Packets available
January 18, 2019	MSD Tuition Assistance Form Deadline
February 15, 2019	Deadline for Tuition Assistance Application and documents submitted to FAST
Early March 2019	First round of Tuition Assistance awards mailed
March 8, 2019	Middle School Tuition Assistance and Student Contracts due
March 12, 2019	Primary through Elementary Tuition Assistance and Student Contracts due
Late April, 2019	Final round of Tuition Assistance Awards mailed