



## Financial Assistance Policy and Procedures 2012 – 2013 school year (2011 – 2012 processing year)

Valwood is committed to maintaining affordability and access for academically talented and motivated students in South Georgia. In our pursuit of this goal, we offer a financial assistance program to students who meet our admission standards but whose families cannot afford tuition and fees.

Valwood offers several need-based tuition assistance awards to eligible students. Priority is given to returning students. Applications are submitted annually and processed by School and Student Services (SSS), a service of the National Association of Independent Schools. A student's grades and department are considered in the award process. Current financial assistance recipients must re-apply for financial assistance each year. Financial assistance will not be awarded to applicants whose financial obligations to the school are in arrears more than 30 days and have not made the appropriate arrangements with the Business Manager.

Financial assistance can be awarded from several available programs. The amount of the award will be based on the need, as well as the guidelines of the particular award for which a family qualifies. Applicants do not apply for a particular program. All applicants complete the same forms that are then processed through SSS and the program from which they receive their award is determined by the financial assistance committee, based on the information submitted. Applications are available to any student currently enrolled or who is applying for admission.

Parents of students currently enrolled in Valwood and receiving financial assistance are issued financial assistance packets by the time re-enrollment contracts are mailed. Any other re-enrolling families may request a financial assistance packet from the Admission Office.

New families interested in applying for financial assistance, should request a package upon submitting the enrollment application form and fee. Financial assistance applications are reviewed only after a student has been approved for admission/re-admission.

Following the school's receipt of the Statement of Financial Need (SFN) from SSS, the financial assistance committee will meet to review the SSS recommendation and make a decision on the amount of financial assistance to be awarded to a student. Soon after, we will communicate with the parents regarding whether an award will be granted and if so the amount of the award for the up-coming school year. All matters relating to the financial assistance process are held in strictest confidence.

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Parents who intend to apply for financial assistance are required to complete the following steps:

1. Complete the **Parents' Financial Statement (PFS)** and submit it along with the appropriate fee to **School and Student Services (SSS)**. The fee for an application filed online with SSS is \$37. (The fee for an application filled out and mailed to SSS is \$49.) **Do not return this form to Valwood – Parents must submit the PFS directly to SSS for calculations.**

*\* Be aware that the time of year does effect the timing of the SSS application process. If there are any unforeseen delays, the school will do their best to keep you updated.*

2. Submit a copy of your **2011 tax return** along with any supporting documents and schedules to **School and Student Services (SSS)**. **Note – This is a change from previous years.**

*\* If you have not filed your 2011 return by the financial assistance submission deadline, please use an estimate based on your current W-2 and we will accept the previous year's return as temporary back up. Your 2011 return will need to be submitted to the Valwood office as soon as it is available to finalize the award and your child's contract. Until then, the temporary backup will reserve the space and award for your child, but a contract will not be issued until all paperwork is finalized.*

3. The enclosed Letter of Intent should be completed and returned to Valwood. Be sure to check the list for any additional documentation that may be needed. This will reserve a space in the appropriate grade for your child until the financial assistance paperwork is filed, an award determined, and a contract issued.
4. Once the final contract is offered showing the financial award the signed contract must be returned by the deadline along with the appropriate fees to guarantee the award.

Parents are reminded to keep for their own records, copies of all forms sent to SSS and all forms sent to Valwood.

**\*\* All re-enrolling families should have applications submitted by March 30<sup>th</sup> to be included in the first round of financial assistance awards. Applications received after this deadline will be included in the next round of awards and will be awarded on a first come first served basis as long as funds are available. Priority will not be guaranteed to returning families after the submission deadline.** Awards will be made and re-enrollment contracts sent to all financial assistance applicants (who have met these deadlines) by April 30, 2012.