Tuition Assistance Procedures & Policies
For Academic Year 2020-21

1. Applications are due no later than January 15, 2020. To begin the tuition assistance application go to https://sss.secure.force.com/familyportal and select “New Users: Create a New Account”. Please refer to the document “How to apply for Tuition Assistance with SSS_MSNV.pdf”

2. Parents are expected to contribute to their child’s private school education. Applications with a “0” in the parents’ contribution field will not be considered. Due to limited resources, MSNV is unable to offer awards for full tuition costs.

3. Any applicant receiving financial assistance from extended family or other external sources must report this amount on the application.

4. Awards are per student and cannot be transferred to a sibling. Awards are determined based on the needs of the whole family and will be reevaluated if any awardee does not enroll.

5. All children attending MSNV must be listed on the tuition assistance application.

6. If you have not completed your 2018 tax return, your income must be verified by supplying a W-2, end of year pay stub, or 1099. Your application is incomplete without documentation verifying income.

7. 2020-21 tuition rates and Extended Day fees are announced in early January (or earlier) and are updated by MSNV in SSS.

8. A limited amount of child care expenses, in addition to tuition, is considered for dual working parents with children below kindergarten age. Allowable child care expense is calculated as follows:
   ● 2 year olds: full day Preprimary program tuition
   ● 3 and 4 year olds: full day Primary program tuition

9. Any concerns about the award should be directed to the Director of Admission and will be reviewed by the committee. Final authority for the award amounts rests with the Head of School.
MSNV TUITION ASSISTANCE POLICY

PURPOSE
The purpose of MSNV's Tuition Assistance program is to provide financial assistance, where need is demonstrated, to students whose parents are active members of the MSNV community (i.e., parents of currently enrolled students), including children of the faculty and staff. In furtherance of MSNV's mission and vision, the school maintains a strong commitment to a tuition assistance program that supports the enrollment of qualified students who could not otherwise afford to attend.

STRATEGIC RATIONALE
MSNV utilizes its tuition assistance program to maintain and broaden the school's diversity, by retaining families of varying socioeconomic status in pursuit of its strategic enrollment goals.

NAIS PRINCIPLES OF GOOD PRACTICE
MSNV follows the NAIS (National Association of Independent Schools) Principles of Good Practice for Tuition assistance (see attached).

TUITION ASSISTANCE COMMITTEE
Our Tuition Assistance Committee consists of the Head of School, the Business Manager, the Director of Admission, Enrollment Management & Tuition Assistance, and the Director of Parent Engagement. All information provided to the committee is held in strictest confidence.

FAMILY CONTRIBUTION
The primary obligation for a child's education rests with the parents, and all families are expected to contribute to their child's education. It is expected that an applicant will consider all available resources, including but not limited to discretionary income, extended family, and student assets or trusts prior to applying for tuition assistance. Families are expected to make education a spending priority. MSNV's tuition assistance will not subsidize a family's discretionary spending choices, including but not limited to second family homes, luxury vehicles, expensive vacations & charitable contributions in excess of $4000. MSNV will not award tuition assistance when a family possesses substantial assets, whether or not those assets are liquid. MSNV's tuition assistance is directed toward the support of families who do not have other resources.

UNEMPLOYED PARENT
The Tuition Assistance Committee will impute a salary for an unemployed parent when there are no pre-school age children or others to care for in the home, and/or no medical or disability issues that prevent the parent from seeking employment.
It is expected that both parents will provide income in support of the student's educational expenses unless a parent is disabled or is caring for a young child, disabled child or disabled relative. If a parent does not meet the criteria of these exemptions and is not providing income, the school reserves the right to impute income for that parent.

DEMONSTRATION OF NEED
Tuition assistance awards are based solely upon financial need, which is defined as the difference between what it costs to attend MSNV and a family's ability to pay.

A family's need for tuition assistance is established through a methodology administered by SSS, a national tuition assistance administrator. In calculating need, SSS considers many factors, including income, assets, number of children attending tuition-charging educational institutions, and extraordinary expenses.

FEE WAIVERS
MSNV may grant tuition assistance application fee waivers. These waivers are based on financial need and are determined at the discretion of the Director of Admission. All applicants for fee waivers must complete a fee waiver request in writing to the Director of Admission for review and decision.

ANNUAL AWARDS
Requests for tuition assistance must be made each year. Awards are reviewed annually on the basis of the family's current financial status. Parents are required to furnish information regarding current financial circumstances so that the committee can review and adjust tuition assistance accordingly. Families with past due accounts will not be considered for tuition assistance for the following year until their accounts are brought up-to-date.

The demand for tuition assistance may be greater than the available funding. The Tuition Assistance Committee works diligently to maintain fair and equitable distribution of funds.

CONFIDENTIALITY
The school will endeavor to keep confidential all information related to individual applications for and awards of tuition assistance. The committee expects that families will maintain this confidentiality policy as well.

TUITION ASSISTANCE FOR DIVORCED/SEPARATED PARENTS
The Tuition Assistance Committee will consider the financial resources of both biological/legal parents, if living, before making any award. Although MSNV expects both the non-custodial parent and the custodial parent to provide financial information, parents may contact the Director of Admission for guidance in handling unusual circumstances. If a parent has remarried, it is expected that the new spouse will participate in the tuition assistance program and in the financial support of the student’s education.
ADDITIONAL CHILDREN IN OTHER TUITION-CHARGING SCHOOLS
If parents have school and/or college tuition costs for other children, it is expected that they file for tuition assistance from all institutions involved.

HOW GRANTS ARE AWARDED
The Finance Committee will determine the annual budget for financial aid and submit it for Board approval as part of the annual budgeting cycle. With careful consideration of the financial aid budget, will review TADS' analysis of the family's expected financial contribution and other submitted documents.

MSNV uses the TADS report as an assessment tool; however, final award decisions reside with MSNV's Tuition Assistance Committee. Current salary, net worth, and family circumstances will be considered when determining the award amount. Additional information may be requested from applicants before a final determination is reached.

Applications that have been submitted by the deadline and successfully audited by TADS will be considered for the first round of awards. Families will be notified of tuition assistance awards before the re-enrollment deadline.

Late applications or applications that have not been successfully audited by our deadline will be reviewed after the first round of awards have been made, and those recipients have notified us of their re-enrollment or withdrawal.

Awards are per student and cannot be transferred to another sibling. Awards are determined based on the need of the whole family. If more than one student in a family receives an award, but any of the students do not enroll, the amount of the award to the enrolling student(s) will be reevaluated in accordance with the school's financial aid procedures and the number of students in a family who actually enroll, whether or not any aid contracts have been signed.

MSNV reserves the right for tuition assistance awards to reflect the enrollment priorities of the school (e.g., gender balance, class size, socio-economic diversity) in any given academic year.

FUNDING THE PROGRAM
Tuition assistance funds come from money budgeted into the school's operating fund, from MSNV fundraising efforts, and from special contributions of parents, alumni, and friends.

Parents who believe their resources are not sufficient to meet the cost of an MSNV education are encouraged to apply for tuition assistance. However, due to limited funds, in many instances, MSNV will be able to fund only a portion of a family's demonstrated need. Parents should be prepared to explore other options to help finance their child's education.
APPEAL PROCESS
Once tuition assistance notices have been distributed, families may appeal their awards by contacting the Director of Admission. The appeal must be submitted in writing, and include additional financial documentation to support an appeal. The committee will assess the appeal in a timely manner and make a decision based on the additional documentation and on the availability of remaining financial aid funds.

EMERGENCY FINANCIAL ASSISTANCE
Emergency financial assistance is available to currently enrolled families experiencing unexpected short-term financial difficulty, and if granted, will not exceed 20% of the total tuition. Parents may apply anytime during the school year, and should contact the Director of Admission for further information.

NON-DISCRIMINATION
MSNV admits students of any race, color, national and ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to students at the MSNV. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, tuition assistance awards, and other MSNV-administered programs.
NAIS Principles of Good Practice for Financial Aid Administration

1. The school adheres to all applicable local, state, and federal laws and regulations, including those that require non-discriminatory practice in administering its financial aid policies.

2. The school operates within the context of both short- and long-range financial aid budget and policy goals.

3. The school uses objective research to measure the effectiveness of its progress towards its goals, and communicates the outcomes to its constituents, as appropriate.

4. The school provides clear and transparent information to families through outreach, education, and guidance on all aspects of its financial aid process and the factors that influence admission and aid eligibility.

5. The school determines eligibility for admission without regard to a student’s application for financial aid.

6. The school commits to providing financial aid dollars to applicants who demonstrate that their family resources are insufficient to meet all or part of the total educational costs.

7. The school continues to provide support to students as long as they demonstrate financial need.

8. The school maintains the same standards of behavior and academic performance for recipients of financial aid as it does for non-recipients.

9. The school enacts documented procedures that ensure a fair, consistent, and equitable assessment of each family’s ability to contribute toward educational expenses.

10. The school makes and communicates financial aid decisions in a manner that allows families to make timely, careful, and fully-informed enrollment decisions.

11. The school establishes administrative and accounting procedures that distinguish the school’s need-based financial aid program from tuition assistance programs that are not based on financial need.

12. The school safeguards the confidentiality of financial aid applications, records, and decisions while respecting the right of each family to discuss its own financial aid outcomes in an appropriate manner.

13. The school supports collaboration between the financial aid office and other offices within the school.

14. The school supports collegial relationships with other schools and organizations for professional development, exchange of best practices, and other information sharing, as appropriate.
NAIS Principles of Good Practice for Families in the Financial Aid Process

1. The family seeks to apply for aid only after it has determined its own resources are insufficient to cover school costs and has exhausted the potential resources and options available to it.

2. The family is proactive in seeking information and answers to questions related to the financial aid process directly from the school(s) to which it is applying.

3. The family is open and honest when completing financial aid applications and when providing any supporting documentation.

4. The family adheres to school deadlines and documentation submission requirements.

5. The family submits true and accurate tax-related documentation, such as the 1040, when required by the school.

6. The family is responsive to school requests for additional information to support the application.

7. The family understands that the school is not obligated to provide financial assistance, even if the family shows eligibility for it.

8. The family is respectful in communications with the school's financial aid staff and administrators.

9. The family uses school-established channels for disputing or appealing a financial aid decision.

10. The family is discreet about disclosing its financial aid outcomes.

11. The family respects the privacy of other families who choose not to disclose their financial aid details or outcomes.

12. The family works to the best of its ability to arrange its financial resources to pay any determined family contribution.