St. Paul’s long-standing commitment to socioeconomic diversity is foundational to who we are as a school. We strive to make a St. Paul’s education affordable for all families.

Flexible Tuition is our way of setting tuition at the right level for each family. All families at the school pay tuition somewhere on the range from a few thousand dollars a year to the full posted tuition. Families who would like to pay tuition below the top end of the scale submit financial information to SSS (School and Student Services).

St. Paul’s uses the information submitted to SSS as a starting point in determining tuition, also taking into consideration the school’s mission and the resources we have available.

Information about each family’s tuition is kept confidential and is known only by the Admissions Office, Business Office, and at times the Head of School. Families must update their financial information each year they are at the school, and tuition setting is based solely on this financial information. Neither a child’s academic performance or behavior nor a parent or caregiver’s interactions with the school have any impact on the tuition for a child.

Financial support for flexible tuition comes from the school’s operating budget and from fundraising efforts by the school. Unfortunately, St. Paul’s does not have the resources to meet the financial need of every applicant who qualifies.

How to Apply

By the application deadline (Jan 17, 2020):

1. Complete your Parent Financial Statement (PFS) online at solutionsbysss.com/parents. The St. Paul’s School Code is 6905. There is a fee of $51 to submit your PFS.

2. Upload your 2018 tax return and W2s (if your job provides a W2) to SSS.

3. Upload your 2019 W2 to SSS. (It is okay to upload this by the end of January if you have not yet received it by Jan 17.)

Need Assistance?
Visit the SSS website (solutionsbysss.com/parents/resources); contact SSS directly at sss@communitybrands.com / 1-800-344-8328; or contact Director of Admissions Nicole Start (nstart@spes.org / 510-285-9627).
St. Paul’s Flexible Tuition Policies

**Unmarried Parents:** In the case of divorced, separated, or never married parents, the school requires that both parents submit a Parent Financial Statement (PFS) and corresponding tax documents. The finances of both parents will be considered when setting tuition.

Exceptions:
1) If there is a court order that identifies one parent as solely responsible for making educational decisions or covering educational costs, the school will waive the requirement for the second parent’s PFS. Documentation of the order must be provided.

2) If a parent has little or no contact with their child and provides no financial support, the school may waive the requirement for that parent’s PFS. A letter from a non-family member who is knowledgeable about the family’s situation (e.g., a clergy person, lawyer, or school official) confirming the parent’s absence must be provided.

Should either of a student’s parents remarry, the household assets of the remarried parent may also be considered.

The committee realizes that obtaining and providing the required information can be a sensitive issue for some households, and we will do our best to work with each parent to address any difficulties or concerns.

Please feel free to provide any additional information that you think may be helpful to the committee in understanding your particular situation.

**Annual Application:** Returning students must reapply for flexible tuition each year. We strive to make tuition amounts predictable and sustainable for families year to year. That said, if a family’s ability to contribute to tuition increases, a child’s tuition may increase. If a family’s ability to pay decreases, the school will make every effort to decrease tuition for the child.

**New Flexible Tuition Applications:** The flexible tuition committee will first meet the needs of families who have previously applied for flexible tuition. Families who have been at the school and are applying for flexible tuition for the first time must include a statement detailing the change in circumstance that precipitated their decision to apply. Families new to flexible tuition must meet the same deadlines as other families.

Applications for flexible tuition from new families are considered independently of the admissions process and awarded solely on the basis of need.

**Employment Considerations:** Should a family choose to have a parent who is not employed (without a child under the age of five at home), the committee may include a minimum imputed income for that parent.

**Present and Expected Income:** The Flexible Tuition Committee will take into account a family’s entire financial picture, including expected income for the year in which tuition assistance will be given. Overtime and non-guaranteed income will be considered when determining the family’s ability to pay.

**Before Care and After School Program Costs:** Assistance is not available for before school or after school care.

**Confidentiality:** All records and correspondence are held in the strictest confidence. The only people who have access to flexible tuition information are the Admissions Office, Business Office, and Head of School.

**Unpaid Current Tuition:** Families must be up to date on their tuition payments for the current school year to receive flexible tuition for the following school year.

**Late Applications:** It is rare that we are able to offer flexible tuition to families applying after the deadline.

**Appeals Process:** Any request for review of a child’s tuition must be made in writing to the Admissions Office. Additional information may be requested from the applicant.

**Independence of Flexible Tuition Process:** Applications for flexible tuition are reviewed completely independently of any consideration of a child’s or family’s experiences at or interactions with the school. This policy is in place to guarantee that all families are given fair consideration in the flexible tuition process, regardless of a child’s behavior or academic progress or a parent or caregiver’s interactions with teachers, administrators, or other school employees.