

Clementine Montessori

Financial Aid Policy

I. Statement of Financial Aid Philosophy

The overarching goal of Clementine Montessori's financial aid program is to help provide a unique educational experience to qualified students who for financial reasons, may be unable to participate in our programs. Financial aid is designed to bridge the gap between what a family can contribute and the costs to attend by helping to mitigate financial barriers.

II. Financial Aid Availability

Financial aid is defined as a non-cash, monetary award which offsets all or some portion of tuition owed to Clementine Montessori. Accepted Students in all program levels at Clementine Montessori will be eligible to apply for financial aid.

III. Need Based Financial Aid

Clementine Montessori offers financial aid on the basis of: (1) Clementine Montessori's availability of funds, (2) demonstrated financial need from the student's family and (3) timely completion and submission of the financial aid application and supporting documentation.

IV. Eligibility

Clementine Montessori does not discriminate in any of its policies or educational programs on the basis of color, creed, disability, ethnicity, gender expression, national origin, race, religion, sex, or sexual orientation.

Only those students accepted to the school through the standard admissions process may be considered for financial aid awards. In any given fiscal year, the number of applicants accepted for admission and eligible for financial aid will likely be greater than the number of students we are able to assist with financial aid awards.

V. Financial Aid Priorities

The potential disbursement of financial aid awards will be prioritized in in the following order:

1. Applications on behalf of the children who are currently enrolled and prior year recipients of financial aid who timely complete all renewal requirements on or before the established deadlines;
2. Applications on behalf of currently enrolled students who have not been the recipient of an award in a prior year, and who timely complete all application requirements on or before the established deadlines;
3. Applications from new candidates for enrollment accepted by the Admissions Office, who timely complete all application requirements on or before the established deadlines;

4. Provided there are funds available, new and renewal applications completed after the specified deadlines. Any amounts awarded to this final group are never guaranteed and are subject to reduction as our financial aid budget nears exhaustion.

VI. Administration of Financial Aid

A. Within the Admissions process, the Head of School is responsible for:

- Receiving and maintaining applications for financial aid and documentation related to the applications.
- Communicating with and assisting financial aid applicants, including final award notification letters.
- Recommending additions to and/or revisions of policies and procedures that support the financial aid program.
- Processing applications and computing a preliminary recommendation of applicant awards for the Financial Aid Committee.
- Maintaining records relating to financial aid awards.
- Producing and updating relevant admission and financial aid external publications (website, brochures, etc.).

B. The Financial Aid Committee is responsible for review of financial aid award recommendations presented by the Head of School and determining final awards. It is also responsible for recommending policy and procedural changes for the financial aid program. Clementine Montessori reserves the right to revise the Financial Aid Policy at any time without advance notice. In such cases, a written copy of the Policy will be made available on the Clementine Montessori website.

VII. Confidentiality

Clementine Montessori will treat as confidential all financial information provided by and on behalf of families. Only those persons directly involved in the financial aid decision making process or in its administration will review this information. All financial aid awards and financial agreements between the recipient family and the school are confidential. The identity of all students receiving financial aid will be held in confidence and restricted to the Financial Aid Committee and staff administering the financial aid program.

VIII. Indemnification

Financial Aid agreements between Clementine Montessori and families will include an indemnification by the families to Clementine Montessori for any alleged unlawful use or disclosure of the family's financial information, excepting in cases involving Clementine Montessori's gross negligence or willful misconduct regarding the family's financial information provided to Clementine Montessori.

IX. Expectations of Financial Aid Recipients

Recipients of financial aid are expected to meet the same standards of performance as other students; they are not subject to special standards or other requirements that would treat them unequally. The Financial

Aid Committee expects recipients to be active program participants commensurate with their abilities and remain in good standing in all aspects of our community.

The issuance of financial aid awards are dependent on Clementine Montessori's continued financial stability. The Board of Trustees shall have sole authority and responsibility to define the financial condition of the school and subsequently, the aggregate amount of financial aid awards made available to applicants. Board of Trustees reviews and approves the policies governing the financial aid program on a regular basis. As part of the annual budget process, the Board of Trustees approves the overall financial aid budget. The Board reserves the right to revisit the policies and implementation of financial aid at any time deemed appropriate. The Financial Aid Committee reserves the right to reduce or refuse financial aid renewal for a student who experiences academic or behavior difficulty resulting in a delay of re-invitation for the following academic year. In addition, the Financial Aid Committee may withhold review of financial aid renewal if the family does not meet the contracted tuition payment deadlines. If tuition payments due are not received prior to the required financial aid evaluation deadline, the student's space at Clementine Montessori may be at risk and the subsequent financial aid award may be reduced or withdrawn.

X. Requirements for Demonstration of Need

In applying for financial aid, families must submit the following:

- The Parents' Financial Statement (PFS) using the standard form (online or paper) for both custodial and non-custodial parents. Instructions for completing this form can be located on Clementine Montessori's website or a hard copy can be requested to be sent from the school.
- Two years of federal tax returns, including all schedules, a most recent paystub, corresponding W-2 forms and/or two years of 1099 forms. The directions to securely submit these forms can be found in the instructions document previously referenced.
- If the PFS is incomplete or appears to be non-representative of the family's financial situation, Clementine Montessori reserves the right, within its sole discretion, to re-compute the submitted information and request additional documentation to clarify the areas in question.
- Parents, prior to starting the application process, are strongly encouraged to assess whether their current financial situation may prohibit them from participating in our program. The family will be asked on the PFS the dollar amount they are able to contribute to their child(ren)'s education.
- Waiver: in the case in which a parent or legal guardian wishes to exclude another parent or legal guardian from submitting documentation, an executed written notice of such request should accompany the application for a financial aid award, along with all applicable court orders and divorce, custody and separation agreements.

XI. Evaluating Need

Clementine Montessori follows the guidelines of the National Association of Independent Schools ("NAIS") for Financial Aid administration. Within the limitations of its budget, and according to its own financial aid policies, Clementine Montessori uses the School & Student Services (SSS) by NAIS platform as a guideline in determining individual awards. Details on the methodology of the SSS platform can be found at: <https://sssbynais.org/parents>.

Financial Aid awards may be used to offset full-time program tuition for up to the cost of full-day tuition. Financial Aid awards may not be used to offset the cost of phase in weeks, vacations, snow days, summer break, in-service days, and other similar times as may be determined by the Financial Aid Committee.

Demonstrated financial need will be the primary metric by which the Financial Aid Committee will allocate financial aid awards, however the Financial Aid Committee reserves the right to allocate awards in a way that most equitably serves all (or only a portion) of applicants based on a good-faith evaluation of financial need, as determined by the Financial Aid Committee.

Award Appeal Process

While the Financial Aid Committee will consider appeals, it must do so within the limitations of available funding and deadlines.

Appeals to the Financial Aid Committee must be made prior to the submission of a signed enrollment contract. All appeals must be made in writing with a full explanation of any mitigating circumstances or information not addressed during the initial financial aid process. The Financial Aid Committee will review the appeal and notify families of its decision in writing.