

APPLYING FOR FINANCIAL AID at Greene Towne Montessori School

Greene Towne Montessori School has offered financial aid since its start in 1966 as part of the founders' vision for a "racially, religiously, and economically integrated school." Greene Towne's Financial Aid program is designed to provide tuition assistance to those children who would be unable to attend without financial help. Financial aid is based on a family's demonstrated need and the availability of funds. Admissions decisions are need blind and all families who feel they may qualify for financial assistance are encouraged to inquire.

Applications are processed by *School and Student Service for Financial Aid*, a service of the *National Association of Independent Schools*. **Applications are due by January 5, 2022 for families re-enrolling for the 2022-2023 school year and February 1, 2022 for families applying for a new student to the 2022-2023 school year.** If materials are not submitted on the designated dates, families may be put on a financial aid waitlist.

Greene Towne Montessori has limited funds available to assist qualifying families with tuition costs. SSS reports provide the Financial Aid Committee with an assessment of a family's ability to pay tuition, ensuring objectivity, consistency, and fairness in allocating the school's limited funds. SSS does not decide who receives aid or the amount of aid offered; it simply provides analysis and information to help schools make informed, consistent, and equitable decisions. All decisions concerning financial aid are the responsibility of the Greene Towne Montessori School Financial Aid Committee and are based on demonstrated need and available funds.

The Financial Aid Committee is made up of the Head of School, the Director of Finance, and the Director of Enrollment Management. Financial aid decisions are confidential and every effort is made to protect the privacy of the applicants. Families are required to re-apply for financial aid each year.

Financial Aid applicants are required to follow the procedures outlined below. Each step must be completed by the indicated date before your request may be considered and confirmed.

1. **Submission deadlines are January 5, 2022 for re-enrolling students and February 1, 2022 for families applying for a new student.** The on-line *Parent's Financial Statement (PFS)* must be completed and submitted to SSS **no later than the designated date.** This deadline enables the Committee to review requests and provide preliminary awards before re-enrollments are due on February 1st and new enrollments are due in early March.

We recognize that in some cases, your PFS will reflect *estimated figures* for your 2021 income. Please include Greene Towne's **school code 3972** on the application. The application is on-line at <https://www.solutionsbysss.com>

Mail or bring **a hard copy of the completed PFS** to the Director of Enrollment Management at Greene Towne. Please make a copy for your own records.

2. **Upload your tax documents directly to SSS.** In order to guarantee any award you are offered, we require a signed copy of your **entire 2021 Federal income tax return** including all schedules and W-2s to be **uploaded to the SSS website by March 1, 2022.** This is **before** your taxes are due to the federal government so advanced planning will be necessary.
3. Parents who own a business or are self-employed must reply ***YES*** to question #6i in order to complete the ***Business and Farm Report.***
4. In the event a child's parents are separated, divorced, or have never married, the non-custodial parent (and any spouse or partner) must also complete and submit the *PFS*. S/he must send a photocopy of the completed form to Greene Towne AND upload 2021 income tax forms (1040) with all schedules and current W-2 forms in line with the above deadlines. Custodial and/or non-custodial parents who own a business or are self-employed must reply ***YES*** to question #6i in order to complete the ***Business and Farm Report.***
5. Families awarded financial aid will have the option of paying the net tuition in two payments of 60% due July 1, 2022 and 40% due December 1, 2022 ***OR*** through monthly payments to a tuition service with **payments beginning May 1st, 2022** and ending in February 2023. There is a minimal one-time annual charge to set up the monthly plan. Additional details will be included in financial aid award letters.