

TUITION ADJUSTMENT APPLICATION GUIDELINES 2012-2013

We urge you to read these instructions very thoroughly. They contain important information which will support your application.

- **The Application deadline is February 13, 2012. The TA Committee processes all applications for current parents at one time, therefore it is essential that you submit your application on time. If your application is not received by the deadline we cannot guarantee that it will be reviewed. If there is a very pressing reason for a late application you must contact Caroline Geisler at extension 105 before February 13.** Your application packet must include:
 - **Your federal income tax forms.** If your 2011 tax filings are not ready by February 13, you can initially submit your 2010 income tax filings in addition to your 2011 W-2s or 1099s and pay stubs. However, you will need to submit your 2011 tax returns before the contract will be considered final. We reserve the right to reduce the adjusted tuition amount should your 2011 tax forms not support the award that was given, based on the 2010 forms. Whenever possible, we encourage families to submit copies of their 2011 tax returns at the beginning of the application process.
 - **A written narrative of not more than two pages must accompany your application.** Please use the narrative to give the Tuition Adjustment Committee a full picture of your financial situation and to explain any special or unusual circumstances regarding your application. This letter should also address what alternative sources of funding you have explored to cover the tuition costs.
- **Please note that a change to the tuition is that all fees are included in the tuition for grades 6-12 except for the supplies fee. The fees included will cover the costs for after school sports and activities as well as class trips. The 3rd grade Farm Trip will be noted separately on the contract.** The TA committee will expect each family to be responsible for the portion of the tuition that represents these fees. However, they will take into consideration that these are expenses that your family must accommodate. You will not be charged for additional trip fees during the course of the year if your child is in grades 6-12.
- **Please note that neither kindergarten nor first grade afternoon playgroup is covered by tuition adjustment.**
- The Tuition Adjustment Committee reviews the applications very thoroughly; however, in order for the Committee to make the best possible assessment of your situation you must be thorough and complete. **They will not re-review your situation once they have made a determination unless you can demonstrate that your situation has changed significantly since you submitted your forms.** They will expect corroboration of any such change. Examples of changes would include loss of employment, change in household membership status, or major illness.

- If you are self-employed or the owner of an S Corporation you must fill out and submit a **Business/Farm/Self-employment Statement**. (If there is more than one self-employed member in your household, you must fill out a separate form for each member. Additional forms are available upon request.)
- **On page 7, be sure to complete the grand total of expenses at the bottom of the page. Copy this amount to the appropriate line on page 8.** If your expenses exceed your income, please explain in your written narrative how you are financing your debt and how the tuition amount will be covered.
- **On page 8, be sure to complete the section which asks how much you can pay in tuition.** Please be sure to fill out this section as it is required in order for your application to be reviewed. We view this as a way to honor all tuition contributions from families as a positive part of the school's budget. It is the policy of HVS not to offer 100% adjustment to the tuition amount. The committee will not process an application which requests full tuition adjustment.
- **The school holds your information in strict confidence.** We suggest that you hold your family's Tuition Adjustment determination in strict confidence as the Committee's determinations are based on extensive private information and cannot be judged by anyone else.

If we determine that any of the information in your application is deliberately misleading, this will disqualify your application and it will be withdrawn from the tuition adjustment process.