



## Financial Aid Policy 2019 - 2020

### *Objectives*

Sunstone Montessori School is committed to the ideal of providing quality Montessori education. Tuition assistance is Sunstone's attempt to be fiscally responsible yet sensitive to the needs of parents who have long supported the school through their tuitions. Assistance is limited and is generally reserved for students beyond their first year at Sunstone. It is particularly intended to help families over a one year period during unexpected, short term, or temporary financial difficulties that can arise. It is intended that such funds will, thereby, be available for use by other families facing financial difficulties in the following school year (i.e. preference is typically given to families in difficulty who did not request tuition assistance during the preceding year). Parents are free to consult with the administration for help in completing the request.

### *Application Procedure*

An application consists of several different forms **due MARCH 1, 2019:**

1. **Sunstone Montessori Financial Aid Application**, This form is submitted via secure upload to SSSFA.
2. **Parents' Financial Statement for the School and Student Service for Financial Aid (SSSFA)** to be filled in online at <http://sss.force.com/familyportal>. **The due date for SMS to receive all uploaded information is March 1, 2019.**
3. **Copies of both Parents' 2018 IRS 1040 Forms and W-2 Forms.** Tax return must be signed and include all schedules. You must file your taxes so that we receive the actual filing. These forms are submitted via secure upload to SSSFA. Please note: If information for both parents is not available, please submit documentation as to why that is the case (letter, court documents, etc.).
4. **Current payroll stub or wage verification** submitted via secure upload to SSSFA.
5. **\$250 nonrefundable deposit** for returning students for the 2019 - 2020 school year, to be applied to your student's tuition.

### *Deadlines*

**All items must be uploaded and received by March 1, 2019** to be considered on time and complete. Please note that the Parents' Financial Statement must be submitted to SSSFA in a timely manner in order for the report to arrive at Sunstone on time (**online applications are usually processed within 72 hours**).

Once we have received all the components of your application, your request will be considered by the Financial Aid Committee. **Notification of assistance will be made by March 25, 2019.**  
**TUITION DEPOSITS WILL BE DUE ON April 1, 2019.**

## *Criteria*

This is a subjective evaluation that will consider the documents sent, as well as the child's tenure at Sunstone and the family's contribution and commitment to Montessori education and the SMS community.

## *Review Process*

Each year the Board of Trustees of Sunstone Montessori School authorizes a maximum amount of funds to be awarded as financial assistance. Financial Aid will be awarded by the Financial Aid Committee. No current parents will be appointed to this committee in order to respect confidentiality.

The Financial Aid Committee shall have the discretion to award all or part of the available funds, not to exceed 50% of the current annual tuition per applicant. **Awards will be made for one year at a time. Families must reapply annually for continued assistance** and eligibility is determined annually based on the most recent financial information.

Awards are subject to review and can be modified or revoked under certain circumstances as described in the Award Letter. All decisions of the Financial Aid Committee are final. Applications received for consideration will be held in strict confidentiality by the Committee and will be retained in confidential files.

## *Commitment to Diversity*

Sunstone Montessori School welcomes students and staff of any race, color, nationality, ethnicity, religion, sexual orientation and family constellation to all programs and activities at the school. The school does not discriminate in its educational, hiring, admission, or school-administered policies. It is our goal that the school reflects the rich diversity of our community, including varied cultures, economic status, and individual or special education needs.

Our decision for aid is not based on race, color, national and ethnic origin, or sexual orientation.



## 2019 - 2020 Financial Aid Application

Child's Name \_\_\_\_\_ Number of Years Enrolled at SMS: \_\_\_\_\_

Parents' Marital Status: Married \_\_\_\_\_ Unmarried \_\_\_\_\_ Separated \_\_\_\_\_

Parent 1 – Name and Address:

Parent 2 – Name and Address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Employer \_\_\_\_\_

Employer \_\_\_\_\_

How Long \_\_\_\_\_

How Long \_\_\_\_\_

Position or Title \_\_\_\_\_

Position or Title \_\_\_\_\_

Have you declared bankruptcy in the past 14 years?

Mother: No \_\_\_\_\_ Yes \_\_\_\_\_ Date \_\_\_\_\_  
Father: No \_\_\_\_\_ Yes \_\_\_\_\_ Date \_\_\_\_\_

Are there any unsatisfied judgments against you?

Mother: No \_\_\_\_\_ Yes \_\_\_\_\_ Amount \_\_\_\_\_  
Father: No \_\_\_\_\_ Yes \_\_\_\_\_ Amount \_\_\_\_\_

**All tuition assisted families pay monthly tuition. How much can you pay each month (for 10 months traditional/12 months AYM or Toddler) toward your child's Montessori education?** \_\_\_\_\_

**Application Checklist: (Please submit all of the following documents, or your application will not be processed)**

\_\_\_\_ This application filled out COMPLETELY, scanned and uploaded to SSSFA

\_\_\_\_ SSSFA application completed and submitted online, with all required documents including 2018 Federal Tax Form 1040 or 1040A/signed with **all schedules** (S corp.-1065, Partnership-1120S or C corp-1120, etc.), W-2 forms. **Sunstone's school code for submission to SSSFA is 4829.**

\_\_\_\_ Pay stub for current year earnings, uploaded to SSSFA

\_\_\_\_ Agreement of volunteerism signed, uploaded to SSSFA

\_\_\_\_ \$250 nonrefundable deposit (for returning students, applied toward 2019 - 2020 tuition).

If the committee has questions who should they contact? Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I understand that all statements made on and attached to this form are confidential and all statements are true and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date