PLEASANT RIDGE
WALDORF SCHOOL

Tuition Adjustment Process
2017-18

Financial Appraisal Guidelines for Tuition Adjustment:

Tuition adjustment is not intended to support a family's discretionary expenses such as large amounts of home or property equity, second homes, investment portfolios, etc. Having any of these does not preclude an adjustment, but will be taken into consideration in relation to the school's needs.

To participate in the tuition adjustment process for your family, complete the Tuition Adjustment Application enclosed. Please complete all questions, date and sign the Tuition Adjustment Application and return to the school office by February 17, 2017 with a copy of your completed and signed Federal Income Tax return for 2016 (or most recent).

Allocation Guidelines for Tuition Adjustment:

Your adjustment results will be mailed to you. Upon receipt, please bring your papers to Sofya Hundt in the school office for a brief meeting to complete your contract.

Appraisal Confidentiality:

The information provided by families participating in the tuition adjustment process will be handled in a confidential manner by all involved.

In an effort to complete re-enrollment in a timely way, here are ways you can help:

1. If you wish to re-enroll, but are uncertain about whether you can commit to next year at this time, please re-enroll now. If you later find you must withdraw, your Registration fee will be refunded to you up until June 19, 2017 **(provided you have no unpaid balance for tuition, fees, music instrument rental, hot lunch, etc.).**

2. Turn in your completed Parent Financial Commitment form and $165 Registration Fee by February 10, 2017. **After this date, the Registration Fee is $500. The Registration Fee check may be post-dated to April 23, 2017.** Please note, if you are a 1st year family applying after the re-enrollment deadline, the increase in registration does not apply to you.

If you need to request a Tuition Adjustment:

3. Please provide numbers as requested in the Tuition Adjustment Application. Written explanations and generalizations cannot be used in the adjustment formula except where asked.

4. Provide the requested written information, especially on the last page, and sign the application.

5. Include a copy of your IRS Form 1040 for 2016 if you have it, otherwise please use 2015. THIS FORM IS REQUIRED, AND WE WILL NOT ACCEPT OR PROCESS YOUR ADJUSTMENT APPLICATION WITHOUT IT.

6. Turn in your completed Tuition Adjustment Application and IRS Form 1040 to Sofya Hundt by February 17, 2017. **Adjustment applications that arrive late will have $500 added to the adjusted tuition.**

7. Tuition Adjustment Applications are available now in the Office, allowing plenty of time to complete them by February 17th.

ADDITIONAL INSTRUCTIONS for Tuition Adjustment Application

In order to maintain a fair and transparent parent funding process, we ask that you please provide these details in your application for tuition adjustment:

- Please include any retirement savings on the adjustment application form.
- Please include all income and expenses for natural and step parents living in the same home.
- Please only include actual medical and health insurance expenses, not unused deductible or FSA/HSA covered (pre-tax) expenses.
- Please be sure to include ALL Earned Income Credit as well as Additional Child Tax Credit in the "Undeclared Income" portion of the application.

If you have questions, please feel free to contact Sofya Hundt.
finance@pleasantridgewaldorf.org
608-637-7828