



### **Financial Appraisal Guidelines for Tuition Adjustment:**

Every tuition reduction we provide directly affects our program and salary budgets and is therefore not intended to support a family's discretionary expenses such as large amounts of home or property equity, second homes, investment portfolios, etc. Having these does not preclude an adjustment, but will be taken into consideration in relation to the school's needs. Please help us deliver the best education possible by providing a fair and honest picture of your finances.

To participate in the tuition adjustment process for your family, complete the Tuition Adjustment Application. Please complete all questions, date, sign and return to the school office by **February 8, 2019 with a copy of your completed and signed Federal Income Tax return for 2018** (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.

### **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 Coordinator.

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