

FINANCIAL AID POLICY AND PROCEDURES

POLICY

St. Andrew's is dedicated to the principle that qualified students should be able to attend this school regardless of their ability to pay. The school grants financial aid on the basis of need and student performance. The applicant must demonstrate financial need annually so that the amount of aid requested can be independently verified. In addition to demonstrated financial need, the student's performance will be assessed on an annual basis to insure that each student receiving aid continues to meet academic and character standards expected of all St. Andrew's students.

St. Andrew's Episcopal School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, and other school-administered programs.

PROCEDURE

Applicants for financial aid are required to complete the Parents' Financial Statement (PFS) for evaluation by the School and Student Service for Financial Aid (SSS) through the National Association of Independent Schools (NAIS). The PFS form is completed online. The deadline for submitting the application is February 15, 2014. SSS will notify the school of the results of its analysis.

Families should realize that the amount of financial aid available is limited. Parents should not expect to be granted aid greater than the amount indicated by the SSS. In some cases, the amount awarded may be less. It is therefore extremely important that the PFS be completed as accurately and completely as possible.

Parents are also required to submit their 2013 completed federal tax return by March 1, 2014. If the tax return is not complete by this date, parents need to send copies of all 2013 W-2 forms and a copy of the completed 2012 tax return.

The Financial Aid Committee will begin meeting around the week of February 17th to review all requests for financial aid. Financial aid will be based on the SSS analysis, the family's contribution for school expenses, and an overall evaluation of the family's tuition account.

Current students on financial aid are required to make monthly payments on time in order to be considered for financial aid in the future. If a student's tuition account is past due, financial aid will not be awarded.

Students receiving financial aid are expected to maintain a good academic record, to demonstrate commendable behavior, effort, and to reflect positively on the school and in the community.

It is the expectation of the school that non-working parent applicants be seeking employment unless required to care for dependents at home or have other extenuating circumstances.

In the case of a separation or divorce, both parents are expected to submit financial information.

Applications and other information provided will be kept in the strictest confidence and will be reviewed only by the Financial Aid Committee.

We ask that all applicants please not discuss with others their application process or financial aid awards.

Review all due dates on the financial aid cover letter. Again, any forms turned in after the deadline will be rejected by the Financial Aid Committee.

Should you have questions, contact Karen Cowan, St. Andrew's Financial Aid Officer, at the school office, 512-299-9805.