

IMPORTANT DATES & STATED DEADLINES

- 11/1/11** **SSS by NAIS open for 2012-2013.** RDS financial aid packets will be mailed to all families currently receiving financial aid by this date.
- 12/1/11** **Returning Family Application Deadline.** All returning RDS families must submit a financial aid application by this deadline to be considered as priority applicants. All documents* must be submitted to RDS (and sent to SSS by NAIS) by 5:00 p.m. to be considered on time.
- 12/13/11** **RDS Financial Aid Workshop** from 5:30-6:30 p.m. in the RDS Library. Please call or email Katrina Lappin (contact info. below) to sign up.
- 1/31/12** **New Applicant Application Deadline.** See stated priorities. All documents* from new applicants to RDS must be submitted to RDS and SSS by NAIS by 5:00 p.m. to be considered on time.
- 1/27/12** **Notification of financial aid decisions mailed to current RDS families** along with 2012-13 re-enrollment and sibling contracts.
- 2/8/12** **Signed re-enrollment and priority contracts due by 5:00 p.m. from returning families and siblings.** Unfortunately, RDS cannot hold space or aid funds for students whose contracts are not returned on time.
- 3/8/12** **New K-8 student 2012-13 contracts mailed with financial aid grants** on 3/7/12 so that families will receive notification on 3/9/12.
- 3/16/12** **Signed K-8 student contracts due from new families.** RDS cannot hold places or funds for students whose contracts are not returned on time.
- 4/15/12** **2011 tax return and W2 forms due to SSS by NAIS.** All financial aid applicants must submit a complete 2011 1040 (including all filed attachments) or extension to SSS by NAIS no later than 5:00 p.m.

* Note: "All documents" include the Parent Financial Statement, RDS Financial Aid Application, IRS form 4506-T, 2010 IRS 1040, and 2010 W2 forms. The RDS Financial Aid Application, IRS form 4506-T and a copy of the PFS should be sent directly to RDS. All other documents (including the original PFS) should be submitted directly to SSS by NAIS. 2011 tax returns and W2s are due to SSS by NAIS by April 15, 2012.

TIPS & REMINDERS

- For assistance completing the Parents' Financial Statement, please call the **School & Student Services Helpline at 800-344-8328**. The RDS school code is #6020.
- Make sure all tax returns and other documentation are signed copies of the documents sent to the IRS.
- Signed enrollment contracts *must* be returned before the expiration time stated on the contract. After the specified date and time, funds associated with your grant may be offered to other applicants.

PLEASE DIRECT QUESTIONS TO:

Katrina Hale Lappin
Director of Financial Aid
510.534.0804, ext. 224
KLappin@rdschool.org

Sept. 2011

REDWOOD DAY SCHOOL

Financial Aid Policies & Procedures 2012-2013 Application Year

GUIDING PRINCIPLES

Redwood Day School's mission-centered commitment to diversity, inclusion, and accessibility is realized economically through the financial aid program. This program is intended to ensure the possibility of an RDS education for families all along the economic spectrum.

The School follows the guidelines for the evaluation of financial need established by *School and Student Services for Financial Aid by National Association of Independent Schools (SSS by NAIS)*. SSS by NAIS acts as an outside resource in computing the financial need of families. RDS may modify SSS by NAIS recommendations to reflect the East Bay Area's unique economic conditions, specific family financial situations, and Redwood Day School's own resources.

Financial aid is intended as a supplement to family resources, is based on demonstrated financial need, and is available to qualified families of any race, ethnicity, gender, gender identity or expression, ability, religion, or family structure.

Assistance is allocated to individual students. Funds are not transferable to siblings or other students. At this time the RDS Board of Trustees allocates approximately 15% of tuition revenue for financial aid. One quarter of currently enrolled students receive financial aid.

PROCEDURES & PAPERWORK

Please complete and submit the following to RDS:

- RDS Financial Aid Application
- Copy of the Parents' Financial Statement (PFS)—Original to SSS

Please complete and submit (**upload** or mail) the following to SSS by NAIS:

- Parent Financial Statement (PFS) – online or paper version
- SSS Business/Farm statement, if applicable
- 2010 complete IRS tax returns and W2 forms—you do not need to submit a 2010 return if you have done so in the past year.
- 2011 complete IRS tax returns and W2s (due by April 15, 2012)
- IRS form 4506-T (signed, **undated**)

Please make and keep copies of all submitted materials. All documentation will be kept confidential and secure. It is important that you meet all deadlines so that your financial aid file is complete for review by the RDS Financial Aid Committee.

You may upload or mail financial documents to SSS by NAIS (see SSS Instructions).

SSS mailing address: SSS By NAIS, Application Processing Center
P.O. Box 449
Randolph, MA 02368-0449

POLICIES & PRIORITIES

Eligibility

Families are often uncertain about their eligibility for financial aid. The RDS Financial Aid Committee considers a variety of factors when determining assistance eligibility, including family income, assets, liabilities, age of parents or guardians, number and ages of children, budget, and many other factors. *Because of the many factors, we apologize that we cannot provide preliminary estimates of the amount of assistance for which a family might qualify.*

We expect all financial support available beyond the parents' income and assets to be reported on the Parents' Financial Statement (PFS), including resources from grandparents or other relatives as well as outside grants.

Priorities

RDS prioritizes funding for financial aid applicants as follows:

- **First Priority:** Returning students already receiving financial aid.
- **Second Priority:** Siblings of current financial aid recipients and returning RDS families that demonstrate a significant change in financial circumstances since initial enrollment, and who are applying for financial aid for the first time.
- **Third Priority:** New students applying for financial aid.
- **Fourth Priority:** All applications received after stated deadlines.

Returning students currently receiving financial aid

Financial aid awards are granted on an annual basis. Returning students must reapply each year, meet all stated deadlines and complete all documentation. Because of varying resources of the school and applicants, and the potentially changing economic composition of current and prospective families, assistance awards may change from year to year but generally can be expected to continue at a similar level from one year to the next barring a change in economic circumstance. Financial aid grants to returning families may be withdrawn if the current year's tuition payments are not up-to-date.

Siblings of current financial aid recipients

Financial aid applications for siblings of current financial aid recipients are considered after re-applications of all current financial aid recipients.

Returning RDS students not currently receiving financial aid

We expect that families who enter the school without a financial aid grant are aware of the long term financial commitment they are making. In general, the ability to pay tuition in one year shall be considered to be a demonstration of the ability to pay in subsequent years. Therefore, we will consider a grant for a returning family only if a significant change of financial circumstance (such as job loss, another student enrolling in independent school, decrease in income, etc.) can be demonstrated from one year to the next.

New students

New applicants to Redwood Day School will be first considered by the Admissions Committee and then, if the Admissions Committee sees a match, will be considered by the Financial Aid Committee. If we do not have sufficient funds to meet financial need, the student will be placed in a financial aid wait-pool, and will be notified of any financial aid funding that becomes available. If a family in the financial aid wait-pool would like to sign a contract without financial aid, we ask that the family submits written explanations of their ability to pay full tuition for the coming, and subsequent, years.

Non-working parents

The Financial Aid Committee assumes an income for all parents. Therefore, RDS may recalculate the family contribution based on an assumed earning potential of a non-working parent unless the parent demonstrates an inability to work or that he or she provides full-time care for a family member (e.g. young child or parent). We respectfully ask families to submit an explanation of their non-working status.

Separated, divorced, non-custodial or unmarried parents

SSS by NAIS and RDS policy for determining financial need is based on the principle that all parents and guardians are responsible for the support and educational expenses of their children. RDS considers the income and assets of all parents and family units in evaluating ability to pay.

RDS requires all parents, including non-custodial parents, to complete each of the documents listed in the *Procedures* section of this document. Waiving this requirement requires the submission of a signed statement explaining the non-involvement of a parent.

RDS may require a copy of the divorce decree or custodial agreement. *All submitted information will be kept confidential. Financial information from one household will not be shared with any other household. A family's financial information is never shared outside of the Financial Aid Committee.*

IRS tax documentation

All financial aid applicants must provide a copy of their tax returns to the Financial Aid Committee. Please see the front page of this document for details.

Grant decisions will be based on estimated income, assets, and expenses and offered on a provisional basis until the final tax return is provided. Failure to provide these forms, or a significant difference between the estimated and actual return, may result in the reduction or withdrawal of any provisional grant offered.

Late Financial Aid Applications

Financial aid applications received after stated deadlines will be processed after all applications received on time have been processed. To provide an equitable process for on-time applicants, there are no exceptions to this policy. Funds are not often available for late financial aid applicants.