



Statement on Financial Assistance 2019-2020

The Board of Directors set tuition fees at Our School. The primary commitment at Our School is to maintain the quality of education for its children. This means providing professional salaries to staff and large amounts of varied materials and equipment for children.

To fulfill this unyielding commitment to a quality environment for children and their families, Our School has an extensive financial assistance fund. This fund is for those parent(s)/guardian(s) who strongly prefer Our School but cannot pay the tuition, administration and building fees through their own income or by any other reasonable means. Financial assistance money is allocated based on the degree of financial need. All funds used for financial assistance derive from Our School's annual fundraiser. No member's annual fees will pay for anyone else's tuition, administration fee and building fee.

We strongly urge parent(s)/guardian(s) to apply for financial assistance. We cannot guarantee that everyone who applies will receive any given amount of financial assistance. Amounts allocated are limited by the total funds available and by the needs of other parent(s)/guardian(s) applying for financial assistance in a given year. Parent(s)/guardian(s) can apply for financial assistance at any time, or upon receiving financial assistance parent(s)/guardian(s) can reapply for further financial assistance whenever their financial circumstances change. To determine the degree of financial need, it is required that parent(s)/guardian(s) submit certain financial information. Our School may require copies of credit card reports to verify debts listed in the financial assistance application. When applying for financial assistance, please be aware of the philosophy and intentions of the program and provide the information needed to depict your financial situation completely and accurately. Financial information should be provided for all parties who contribute to a parent(s)/guardian(s) financial situation. The Treasurer may request that parent(s)/guardian(s) reapply for assistance for the January-May semester to assess significant changes in financial situations and re-evaluate the allotment of funds.

Only the Treasurer will know which families apply for financial assistance. After the amount of financial assistance is determined, the Treasurer will notify the applying parent(s)/guardian(s) receiving financial assistance of the amount, and report on the amounts of financial assistance awarded to the Board of Directors at one of their monthly meetings. Applicants will remain anonymous at all times. The information on their applications will be confidential, as well as, the details of the parent(s)/guardian(s)' payment schedule. If you wish to further discuss financial assistance, please contact the Treasurer at the school phone number (303.494.4112).

To apply, please fill out **BOTH SIDES** of this form. Use additional pages if more space is needed. Place all information in an envelope marked "Financial Assistance" and send it with your membership application to the school. After the amount of tuition assistance is determined, the Treasurer will notify you of the adjusted tuition. Please address any questions concerning the application to the Treasurer.

Please indicate the session for which you have applied for your child's enrollment:

- | | | |
|--------------|----------------------------|-----------------|
| () AM 2-Day | Tuesday & Thursday | 8:30 - 11:30 AM |
| () AM 3-Day | Monday, Wednesday & Friday | 8:30 - 11:30 AM |
| () PM 4-Day | Monday through Thursday | 1:00 - 4:30 PM |

[] Mother's Name [] Father's Name [] Guardian's Name [] Mother's Name [] Father's Name [] Guardian's Name

address: _____

city/state zip code

address: _____

city/state zip code

Home phone: _____

Home phone: _____

Occupation: _____

Occupation: _____

Where Employed: _____

Where employed: _____

Work Phone: _____

Work Phone: _____

Email address _____

Email address _____

1. List the number of dependents supported by your household income:

Number of Parent(s) or Guardian(s) _____

Number of Children _____

1. _____ name _____ age _____ birth date
2. _____ name _____ age _____ birth date
3. _____ name _____ age _____ birth date
4. _____ name _____ age _____ birth date

Number of other dependents _____ Who are they? _____

1. _____ name _____ relationship _____ birth date
2. _____ name _____ relationship _____ birth date
3. _____ name _____ relationship _____ birth date
4. _____ name _____ relationship _____ birth date

2. Your 2017 and 2018 income tax returns:

- Include copies of your **federal income tax return and schedule(s)** for the **last two years**.
- Include copies of your **federal W2 form(s)** with each federal income tax return.

3. Current Monthly Income:

Monthly Wages of Parent or Guardian (1) _____

Monthly Wages of Parent or Guardian (2) _____

Average monthly income from other sources:

Interest _____

Dividends _____

Welfare _____

Food Stamps _____

Aid to Dependent Children _____

Child Support _____

Others (please provide details) _____

a. Total gross monthly current income before deductions: _____

Current monthly deductions:

IRA _____

Federal withholding _____

Federal FICA _____

Federal Medicare _____

State withholding _____

Health insurance _____

Other (please provide details):

1. _____

2. _____

3. _____

b. Total current monthly deductions: _____

Total net current monthly income after deductions (a - b): _____

4. Current Monthly Expenses:

a. Liabilities:

(1) Utilities _____

(2) Groceries _____

(3) Homeowners (trash collection, etc.) _____

(4a) Transportation (fuel) _____

(4b) Transportation (maintenance) _____

(5) IRA (if different from #3) _____

(6) Health insurance (if different from #3) _____

(7) Investment _____

(8) Other (please provide details) _____

(9) Other (please provide details) _____

(10) Other (please provide details) _____

Total current monthly expenses (Liabilities) a): _____

b. Liabilities:

(Notes payable to banks/others-secured, notes payable to banks/others-unsecured, etc.)

Please itemize.

	<u>Monthly Payment</u>	<u>Total Amount Owed</u>	<u>Remaining Balance</u>	<u>Remaining Months</u>
(1) Mortgage/rent	_____	_____	_____	_____
(2) Insurance: home	_____	_____	_____	_____
(3) Insurance: automobile	_____	_____	_____	_____
(4) Insurance: health claim	_____	_____	_____	_____
(5) Insurance: automobile claim	_____	_____	_____	_____
(6) Insurance: home claim	_____	_____	_____	_____
(7) Credit card payments	_____	_____	_____	_____
(8) Student loans	_____	_____	_____	_____
(9) Other(please provide details)	_____	_____	_____	_____
(10) Other(please provide details)	_____	_____	_____	_____
(11) Other(please provide details)	_____	_____	_____	_____

Total current monthly expenses (Liabilities b): _____

Total current monthly expenses (Liabilities a + Liabilities b): _____

5. Required documentation:

- Include a copy of each monthly pay stub(s) for the last two months.
- If your employer does not provide a pay stub employer must itemize all deductions. . . .document must be signed by employer. If self employed and you do not provide a pay stub you must itemize all deductions. . . . submit a business account statement.
- Include a copy of all your bank statements and credit card statements (where applicable) for the last two months.

6. Current Extraordinary Expenses (Medical, Dental, Casualty or Theft Losses, etc.)--Indicate the monthly expenses not covered by various insurance policies (health, automobile, home etc.) and specify what they are. Please include copies of invoices for large expenses. Note: private education expenses or expenses due to a larger family size are not given extra weight, except in the case of a special needs child.

<u>Expense item:</u>	<u>Monthly Payment</u>	<u>Total Amount Owed</u>	<u>Remaining Balance</u>	<u>Remaining Months</u>
(1) _____	_____	_____	_____	_____

- (2) _____
- (3) _____
- (4) _____
- (5) _____

Total (per month): _____

7. Current Assets

- **Our School Preschool does not consider an IRA to be an asset.**
- **Indicate the current monthly assets. Include copies of your asset statements.**

(1) Savings _____

(2) Stocks

Original investment: _____ Number of shares: _____ Price per share: _____

Subsequent total: _____ Number of shares: _____ Price range: _____
investments per share

Total current: _____ Current price: _____ Current value of stock: _____
number of shares per share

(3) Bonds

Original investment: _____ Number of bonds: _____ Maturity date: _____

Total current: _____ Maturity date: _____ Current value of bonds: _____
number of bonds

(4) Money Market Funds

Original investment: _____ Number of shares: _____ Price per share: _____

Subsequent total: _____ Number of shares: _____ Price range: _____
investments per share

Total current: _____ Current price: _____ Current value of fund: _____
number of shares per share

(5) Trust Funds _____

(6) Other (please provide details) _____

(7) Other (please provide details) _____

Total current assets: _____

8. Important: It is important that you ask a variety of institutions and individuals for financial support in addition to Our School Preschool. It is not the sole responsibility of Our School Preschool to provide the only financial support to parent(s)/guardian(s); other institutions and individuals need to be responsible for the human development of a child by specifically providing financial assistance for your child's education whenever possible.

Will you be assisted in paying your child(ren)'s education costs? () Yes () No

If yes, please provide the following (**Next page**):

Source's Name, Address, City/State/Zip	% of Annual Tuition Paid or Annual Amount of Assistance.
1. _____ _____ _____	_____ _____ _____
2. _____ _____ _____	_____ _____ _____
3. _____ _____ _____	_____ _____ _____

The Treasurer is authorized by the Board of Directors to ask questions and request documents in order to provide clarity and understanding to the information contained within the tuition assistance application and to provide clarity and understanding to the documentation submitted with the tuition assistance application.

- **The information contained in this application is provided for the purpose of obtaining tuition assistance on the behalf of the applying parent(s)/guardian(s) and child(ren). I/We have read and understand the Statement on Tuition and Tuition Assistance. I/we understand that the decision to grant tuition assistance is based on the information provided here and is dependent on the total funds available and the needs of other applicants in a given year. I/We represent that the information provided is true and complete and that the Treasurer can consider it to be true and complete until I/we provide a written notice of a change.**
- **Our School Preschool will collect all money owed to Our School when information provided in this application is not accurate and/or is not disclosed. Any money used by Our School to collect such money will be a part of the parent(s)/guardian(s) debt owed to Our School Preschool.**

Signature: _____

Date: _____

Signature: _____

Date: _____

Important:

1. Organize and label your documents according to numbers 1 thru 8.
2. Include all the necessary copies of pay stubs, bank and credit card statements.
3. Include all the necessary copies of asset statements.
4. Include the copies of your tax returns and W2's.

Note:

1. We understand that it is not always possible to provide documentation due to loss, damage etc. In this instance(s) please indicate and provide a brief (very) explanation.