



Tuition Assistance Policy

POLICY STATEMENT

While PWS aims to make Waldorf Education possible for all accepted students, the school's ability to do so is limited, and parents must demonstrate a commitment to the tuition obligation. All parents are expected to contribute honestly toward tuition. The school does not support discretionary income spending which reduces a family's ability to pay tuition. Tuition Assistance (TA) is reserved for qualifying families who could not otherwise attend PWS.

TA amounts are based on the recommendations of School and Student Services (SSS). When making TA decisions, schools also consider the following factors: cost of tuition, enrollment goals, TA budget, and the time of year when the application is reviewed. TA is funded by general operating income. To provide TA to as many PWS students as possible, the maximum TA amount for qualifying families is 50% of tuition. TA applies to tuition only and does not apply to the application fee (\$100), the enrollment fee, musical instrument rental (grades 3 and above), after-school sports fee (grades 6-12), field trips not covered by class budget, After School Care, After School Programs, and PWS Camps.

Final TA decisions are made by the Tuition Assistance Committee (TAC), an anonymous body of PWS employees that reviews families' written information and applies school policies to SSS recommendations. TAC works with SSS to customize school settings annually, including required documents and deadlines. PWS chooses to apply a Los Angeles County cost of living adjustment (COLA) toward all incomes in SSS to account for the higher cost of basic goods and services in the area.

TA is allocated annually, and families must apply every year. Families are expected to increase their contributions along with any annual tuition increase.

Families must be paid in full on their PWS account for their TA application to be considered.

Tuition must be paid through AutoPay. Families must register for Autopay when signing the Enrollment Agreement and renew annually during re-enrollment.

It is the responsibility of each family to notify the school when there is a significant change in income or expenses, such as loss or gain of employment. Notification can be made by emailing the TA Liaison at tuitionassistance@pasadenawaldorf.org.

POLICIES

All parents are expected to contribute financially toward tuition, except for those with young children.

- SSS will apply a standard income of \$16,000 to parents with children in first grade and above who are unemployed or underemployed, or who report negative business income or business income below the minimum.
- The minimum income policy does not apply to parents of young children, from infants to kindergarten-age, or those who are unable to work due to medical circumstances.

In cases of divorced or separated parents, both custodial parents must submit an SSS application.

- The student applications are reviewed together as a single household folder, and the household will receive a single invoice outlining tuition and fees.
- Parent information is kept confidential, and applications are viewable only by TAC.

Business owners will be required to submit additional documents.

- Working parents with no W2 income are required to upload 1099s, 1120s, 1065, and/or K-1 documents.
- Business expenses that are not included on tax forms will not be deducted from a family's ability to pay tuition. This may include projected costs of repairs or improvements or expected business losses that cannot be verified with documentation.
- If a business did not have any earnings for the year, families should input zero instead of a business loss. The minimum income requirement will be applied.

TA appeals must be made within two weeks of the TA notification. Appeals will be reviewed based on additional written documentation not provided in the original application.

- Families will notify the TA Liaison of any errors or changes in their financial situation; review the Parent Financial Statement (PFS) and edit if necessary; upload an Appeal Letter to SSS; and upload any relevant financial documents to SSS.
- Only complete, on-time appeals will be considered. SSS may request additional information.

CONFIDENTIALITY STATEMENT

The process of allotting and accepting TA amounts is based on mutual trust and respect, which is essential to a positive relationship between the school and each family. TAC maintains strict confidentiality throughout this process and expects that you will do the same regarding your specific TA information. If a family chooses to make their TA decision public in violation of this trust, PWS reserves the right to rescind any TA amount.