

Austin Jewish Academy Tuition Assistance Information for the 2009-10 School Year

Austin Jewish Academy has a tradition of making our educational program as broadly available as possible. We are proud to be able to offer our tuition assistance program once again for the 2009–2010 school year. We have focused our efforts on meeting the needs of *as many families as possible*. Our goal is to balance the needs of this program with our commitment to keeping the school financially healthy. If the guidelines and timelines described below are followed, we will be able to do our very best to try and meet your family's needs. Please note that the availability of tuition assistance is dependent on fundraising and may be more limited in certain years.

Minimum Tuition: AJA distributes tuition assistance on the basis of demonstrated financial need, but assistance can cover only part of the total tuition. AJA requires that every family be able to pay at least a minimum tuition as set by the Board for each school year. The minimum tuition for 2009–2010 is set at **\$4000** per student. Please note that tuition assistance cannot be awarded for supply fees, which is a required cost for each student regardless of the level of tuition assistance.

Eligibility: Tuition Assistance applications for returning students can only be processed in conjunction with a completed AJA 2009–2010 Tuition Contract and Tuition Deposit, and only if the family is current with their tuition payments for this current school year. Tuition Assistance for new families can only be processed if an application for enrollment has also been submitted.

The Application: In order to provide each family with as balanced and fair an assessment as possible, we contract with a third party firm called FACTS Management Grant & Aid to perform the financial evaluation and make the tuition determinations. This company will analyze all applications and provide the school with a comprehensive report of each family's tuition need.

The Process with Deadlines

Note that failing to submit all of the required tax and income information, including requested tax schedules, in a timely manner may jeopardize your family's assistance application.

- *Step One:* The family completes the FACTS Grant & Aid application and submits required **2007** tax information and payment to FACTS by **Thursday, January 15th, 2009**. You can submit the application online (preferable) by visiting www.factstuitionaid.com. The zip code for AJA is 78731. 2007 Tax information *must* be sent along with the paper application, or faxed to FACTS by **January 15th**.
- *Step Two:* Fax the **2008 W-2 and 1099** information to FACTS by **Monday, February 9th, 2009**.
- *Step Three:* Within a few days of receiving all required information, FACTS reviews the information, processes the application and makes their recommendation to AJA. At that time AJA may request additional documentation of information specified in the FACTS application that is not reflected in the tax return.
- *Step Four:* Within two weeks of receipt of results from FACTS, the tuition obligation will be communicated to the family via a Tuition Addendum Letter, along with information about whether an additional Tuition Deposit is required to bring the Tuition Deposit to 10% of the Tuition amount.
- *Step Five:* Returning families have **14 days** from the date of the original Tuition Addendum Letter to return the signed letter to the Business Office. New families submit the signed Tuition Addendum Letter along with the Tuition Contract and Tuition Deposit by the due date specified in the acceptance letter. If a family has new information which consists of a documentable change that occurred after the application was submitted, it must be presented to the AJA business office within **7 days** from the date of the award notification. Failure to adhere to these deadlines could result in the forfeiture of the Tuition Deposit.

AJA Privacy Policy: AJA is committed to protecting the privacy of each family's financial information and we take steps to keep it confidential. Access to family financial information that is submitted with the tuition assistance application is limited to the AJA Tuition Assistance Committee, AJA Business Officer, and FACTS personnel. Access to tuition assistance amounts is also available to the Head of School, and the CPA firm who performs the AJA annual independent financial audit. Access to information about which families have applied for assistance and the status of the application is available to the Admissions Director. Access to aggregate statistics is available to the Board of Directors and the Leadership Team, and may be discussed publicly. Note that aggregate statistics will not allow individual family names or assistance levels to be discernable.

Please contact Sharon Swedlow at (512) 735-8368 or sharon.swedlow@austinjewishacademy.org if you have any questions about the policy or procedure. We look forward to working with you.