

Austin Jewish Academy Tuition Assistance Information for the 2019-20 School Year

The goal of the Tuition Assistance program is to balance the needs of our families with a commitment to keeping the school financially healthy. Please meet the timelines below and follow the guidelines in order for AJA to consider your request.

Minimum Tuition: AJA allocates tuition assistance to applicants solely on the basis of demonstrated financial need, but every family is required to pay at least a minimum tuition as set by the Board for each school year. The minimum tuition for **2019–2020** is set at **\$5,600** per student. Please note that tuition assistance is not awarded for Application Fees, Re-enrollment Fees, Programming Fees, or the New Student Endowment Fee which amounts must be paid in full by each family, regardless of the level of tuition assistance.

Eligibility: Tuition Assistance applications for returning students can only be processed in conjunction with a completed AJA **2019-2020** Tuition Contract, following the payment of the required Tuition Deposit, and only if the family is current with its tuition payments as required under its current Tuition contract. Tuition Assistance for new families can only be processed in conjunction with a submitted Application for enrollment.

The Tuition Assistance Application: In order to provide each family with a fair assessment, AJA contracts with a third party firm called FACTS Management Grant & Aid to perform the financial evaluation and make the tuition assistance recommendations.

The Process with Deadlines

- *Step One:* The family completes the **FACTS Grant & Aid Application** and submits all **2017 tax information** and **2018 W-2 forms**, by **February 15, 2019**. The application is submitted online by visiting <https://online.FACTSMgt.com/SignIn/4HNXF>.
- *Step Two:* After 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.
- *Step Three:* If FACTS requires additional tax information, the family will be notified by email. **The additional information must be received by FACTS within seven calendar days.**
- *Step Four:* Approximately two weeks following the **February 15, 2019** submission deadline or after all information has been submitted to FACTS, returning families will receive a Tuition Addendum Letter. New families will receive their Tuition Addendum Letter with the acceptance packet.
- *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 along with any additional Tuition Deposit if applicable. 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 there is 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 Addendum Letter.

Note: Failure to adhere to these deadlines and timelines could result in the forfeiture of the Tuition Deposit, and could jeopardize the Tuition Assistance application as well as the student's spot in the class.

AJA Privacy Policy: AJA is committed to protecting the privacy of each family's financial information and takes steps to maintain confidentiality subject to the guidelines listed below and any applicable state or federal regulations. 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 Principal, and the CPA firm who performs the AJA annual independent financial audit. Access to information about which families have applied for assistance and the results of the application (but not the amount) is available to the Director of Admissions. Access to aggregate statistics is available to the Board of Directors and the Administrative Team, and may be discussed publicly. Note that aggregate statistics will not allow individual family names or assistance levels to be discernible.

Please contact Robin Littrell at (512) 735-8368 or robin.littrell@austinjewishacademy.org if you have any questions about the Tuition Assistance policy or procedure. We look forward to working with you.