

# TUITION ADJUSTMENT INFORMATION



Your child's education at the Montessori School of Denver (MSD) is an investment in their future that requires your family to make a significant financial commitment. MSD is committed to offering tuition adjustments for families based on demonstrated need. MSD adjusts a family's tuition based on information about the family's ability to pay tuition. All guardians who feel they would benefit from a tuition adjustment for their Kindergarten through Middle School student should apply.

The MSD Tuition Adjustment Committee meets on a regular basis during contract season and Tuition Adjustments are made before a contract is offered. The Committee must have all required materials completed and submitted to the Business Office in order to offer a family a Tuition Adjustment. Please read carefully and follow the instructions to apply for a Tuition Adjustment for the 2023-2024 academic year.

## **Tuition Adjustment Request Deadline – January 20, 2023**

In order to complete a Tuition Adjustment request, please submit the MSD Tuition Adjustment Request Form and start the online FAST application no later than January 20, 2023. To meet that deadline and be in the first round of Tuition Adjustment notifications, the FAST (Financial Aid for School Tuition) application must be completed, and the 2022 tax returns and documentation must be mailed or downloaded to FAST by February 15, 2023. Tuition Adjustment requests completed after February 15, 2023 will be processed on a monthly basis with the final round of Tuition Adjustment notifications being announced in late April. Please note that if you are filing an extension for your 2022 taxes, your Tuition Adjustment request will not be processed until your file is complete and there is a risk that the school may not be able to fulfill a Tuition Adjustment request after April 2023.

## **Enrollment or Re-Enrollment Contracts**

Families requesting Tuition Adjustments should not complete an Enrollment or Re-Enrollment Contract until their Tuition Adjustment Request has been processed. The first round of Tuition Adjustment notifications will be in early March 2023. Once your family's Tuition Adjustment request is processed, you will receive an electronic contract detailing the amount of tuition for which you will be responsible. All enrollment contracts must be signed and returned by the due date listed on the contract.

## **Returning Families with Prior Tuition Adjustments**

The families who have received Tuition Adjustments for the current year and wish to continue to have adjusted tuition(s) must reapply each year. The scale of adjustment will continue to depend on the family's ability to contribute to the student's education.

## **Returning Families without Prior Tuition Adjustments**

The Tuition Adjustment Committee will do its best to meet adjustment requests for current families who are requesting a Tuition Adjustment for the first time. It is necessary for families requesting a Tuition Adjustment for the first time to include a statement detailing the circumstances that are responsible for their Tuition Adjustment request.

## **Families New to MSD**

Tuition Adjustment Requests for new students are considered independent of the admission process and fulfilled solely on the basis of need.

## **Divorced and Separated Guardians**

In the case of divorced or separated guardians, the Committee requests that both guardians submit a Tuition Adjustment request. It is the responsibility of the custodial guardian to ask the non-custodial guardian to submit any necessary forms. Should either of the natural guardians be remarried, the partners' financial data will also be considered. The financial responsibilities to the partners' children will be taken into account. The Committee realizes that these can be sensitive situations and it is their intention to decide each case on its own merits, taking into account special circumstances when necessary.

## **Unmarried Partners/Guardians**

Unmarried guardians raising a child together both need to submit information online to FAST. The link to the FAST website is available through the MSD website.

## **Other Financial Support**

If your family is receiving or will receive financial support from another source, or your child(ren) receive support for tuition payments, you must report this on your Tuition Adjustment Request Form and on the FAST online application form. Additional sources would include grandparents, other family members, social security, trust funds, or any other sources. Please note, not disclosing additional support may result in revocation of your Tuition Adjustment.

## **Unpaid Current Tuition**

Tuition Adjustment requests will not be considered until the returning student's tuition account is current and paid to date.

## **Confidentiality**

All records and correspondence are held in the strictest confidence with only the following having access to the files: the Head of School, Chief Financial Officer/Business Manager, and the Tuition Adjustment Committee.

## **Employment Considerations**

The Tuition Adjustment Committee considers it reasonable to expect both guardians to be employed if they are asking the school to adjust tuition costs. Should a family choose to have a stay-at-home guardian, the Committee may include a minimum "other guardian income" when analyzing the family's ability to pay tuition.

## **Present and Expected Income**

The Tuition Adjustment Committee will take into account a family's entire financial picture, including expected income for the year in which a Tuition Adjustment request is fulfilled.

## **Review of Decision**

Any request for a review of the Tuition Adjustment must be made in writing to the Tuition Adjustment Committee. The Committee may request additional financial information based on the request.

# HOW TO APPLY FOR TUITION ADJUSTMENT

## Steps for Completing the Application Process

\*Please note, until the online application is completed, and the required documents are received by FAST, the Tuition Adjustment process is not complete.

1. To complete the online Tuition Adjustment Application follow these instructions:
  - Log on to the MSD website at [www.montessoridenver.org](http://www.montessoridenver.org).
  - Hover over the Admissions tab and click on Tuition.
  - Read the information and click on Tuition Adjustments.
  - Read the information process, complete the MSD Tuition Adjustment Request Form, and return (hard copy, scanned, or faxed copy) to the Business Office as soon as possible (no later than January 20, 2023). Please email to [dhaberkorn@msd-co.org](mailto:dhaberkorn@msd-co.org) or fax to 303-757-6145 to the attention of "MSD Business Office."
  - Begin the FAST online application process by clicking on the text at the bottom of the page.
2. Priority Processing – 24 hours after you have completed the financial portion of the application you will need to log back into your FAST account and complete the FAST Tax Wizard. Upon completing the Wizard there will be a barcode page that you will need to print and include in your tax package that you mail to FAST. The barcode page will move your FAST application to priority status.

## Student Withdrawals and Tuition Adjustments

- Withdrawal during the school year: If a student is withdrawn during the school year the Tuition Adjustment will be prorated to the date of withdrawal. The full remaining balance of the tuition, even the portion of the tuition that was previously discounted in the adjustment, will be the responsibility of the family.
- Withdrawal after the Withdrawal Date (April 28, 2023) and prior to the start of the school year: If a student is withdrawn after the Withdrawal Date and prior to the start of the school year, the Tuition Adjustment offer is rescinded and the family is responsible for the full tuition.

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## Dates to Remember

December 2022	Tuition Adjustment information available
January 20, 2023	Tuition Adjustment Request form deadline
February 15, 2023	Beginning Tuition Adjustment review proces
Early March 2023	First round of Tuition Adjustment Requests are notified
Late April 2023	Final round of Tuition Adjustment Requests are notified

