



TUITION ASSISTANCE INFORMATION & REQUEST

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 assistance 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 tuition assistance for their Kindergarten through Middle School student should apply.

The MSD Tuition Assistance Committee meets on a regular basis during contract season, and tuition assistance (financial aid) is 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 tuition assistance. Please read carefully and follow the instructions to apply for tuition assistance for the 2024-2025 academic year.

Tuition Assistance Request Deadline – January 26, 2024

In order to complete a tuition assistance request, please submit the MSD Tuition Assistance Request Form and start the online FAST application no later than January 26, 2024. To meet that deadline and be in the first round of tuition assistance notifications, the FAST (Financial Aid for School Tuition) application must be completed, and the 2023 tax returns and documentation must be downloaded to FAST by February 16, 2024. Tuition assistance requests completed after February 16, 2024 will be processed on a monthly basis with the final round of tuition assistance notifications being announced in late April. Please note that if you are filing an extension for your 2023 taxes, your tuition assistance 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 assistance request after April 2024.

Enrollment or Re-Enrollment Contracts

Families requesting tuition assistance should not complete an enrollment or re-enrollment contract until their tuition assistance request has been processed. The first round of tuition assistance notifications will be in early March 2024. Once your family's tuition assistance 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 Assistance

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

Returning Families without Prior Tuition Assistance

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

Families New to MSD

Tuition assistance 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 assistance 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 Assistance Request Form and on the FAST online application form. Additional sources can 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 assistance.

Unpaid Current Tuition

Tuition assistance 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, Director of Finance and Operations, and the Tuition Assistance Committee.

Employment Considerations

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

Review of Decision

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

HOW TO APPLY FOR TUITION ASSISTANCE

Steps for Completing the Application Process

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

1. To complete the online Tuition Assistance Application follow these instructions:
 - Visit www.montessoridenver.org.
 - Hover over the Admissions tab and click on "Affording MSD".
 - Read the information and click on Tuition Assistance.
 - Read the information process, complete the MSD Tuition Assistance Request Form, and return (hard copy, scanned, or faxed copy) to the Business Office as soon as possible (no later than January 26, 2024). Please email to cfoley@msd-co.org or fax to 303-757-6145 to the attention of "MSD Business Office."
 - Begin the FAST online application process. To move forward with the tuition assistance process, please complete this form.
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 Assistance

- Withdrawal during the school year: If a student is withdrawn during the school year, the tuition assistance 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 assistance, will be the responsibility of the family.
- Withdrawal after the withdrawal date of April 26, 2024 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 assistance offer is rescinded, and the family is responsible for the full tuition.

Dates to Remember

December 2023	Tuition Assistance information available
January 26, 2024	Tuition Assistance Request Form deadline
February 16, 2024	Beginning Tuition Assistance review process
Early March 2024	First round of Tuition Assistance Requests are notified
Late April 2024	Final round of Tuition Assistance Requests are notified





TUITION ASSISTANCE REQUEST

Please complete this form and email to cfoley@msd-co.org or fax to 303-757-6145.

** Tuition Assistance is not available for students enrolling in the Toddler or Primary Programs.*

Guardian Name(s) _____

Street Address _____

City, State, Zip _____

Please let us know who we can contact during the day about this application.

Name/Phone: _____

Name and address of second household, if applicable:

Guardian Name(s) _____

Street Address _____

City, State, Zip _____

Please complete the following information for each of your children enrolled in, or applying to, MSD (Tuition Assistance is currently available for Kindergarten, Lower Elementary, Upper Elementary, and Middle School Programs):

Student Name _____ Age _____ MSD Program _____

Student Name _____ Age _____ MSD Program _____

Student Name _____ Age _____ MSD Program _____

Please explain your financial situation on your FAST application online. All information is held confidential.

Please note that false information, failure to disclose full financial status, or other financial support, may result in forfeiture of a Tuition Assistance.