

TUITION ADJUSTMENT APPLICATION INSTRUCTIONS 2019-2020

We urge you to read these instructions very thoroughly. They contain important information which will support your application.

Please submit your on line [Family Covenant of Financial Need](#) as soon as you decide to apply for an adjusted tuition.

- **Please submit your on-line TADS application by**
 - **March 1, 2019 for returning families**
 - **ASAP following acceptance to the school for new families**
- **Go to www.mytads.com** and click on parents and then click on financial aid.
- You may begin the application process January 1, 2019.

Your TADS application will require you to submit:

- Most recent W2 statements
- Most recent paystub
- 2018 federal tax return
- 2018 corporate tax return, if applicable
- IRS form 4506 (new requirement for all applicants)
- Documentation for all other sources of income (social security, welfare, food stamps, unemployment, child support, workers compensation, etc.)
- Any 1099's

- **Submit your complete 2018 federal income tax returns. All completed schedules must be included.** Plan to complete your tax preparation accordingly. Electronic versions can be uploaded to the TADS site or faxed to TADS. Do not send to the school. If your 2018 tax forms will not be complete by the deadline, please upload to TADS a statement explaining why and a projected date for their submission. If an extension is filed send documentation of the extension to TADS. Tuition adjustment awards are provisional until verified by 2018 taxes.

- **All parents or guardians, including those who are divorced, separated or never married, and non-parent spouses/partners are required to contribute relevant information as part of completing the forms.** If a special circumstance precludes a parent or guardian from participating in the TA process, an explanation and documentation will be required.

- **Please note that neither kindergarten nor first grade afternoon playgroup is covered by tuition adjustment as these are optional enrollment programs.** Should you elect to enroll your child in an afternoon playgroup the full fee will be required in addition to your adjusted tuition amount. However, should enrollment in an afternoon playgroup be necessary due to parents' need to work, the committee will take into consideration that these are expenses that your family must accommodate.

- If you have a child enrolled in the early childhood program for less than five days at the start of the year and choose to increase the number of days of enrollment during the year an additional prorated increase in tuition will be incurred.
- If you are the owner of an S Corporation you must fill out and submit a supplementary business form. The TADS application prompts you for the necessary information and documentation.
- **A processing fee** to be paid on line at time of submission to TADS of \$34 per family, \$53 if a member of our household owns 20% or more of a corporation.
- **Please note that all fees are included in the tuition for grades 6-12.** The fees included will cover the costs for after school sports (excluding some tournaments) and activities as well as class trips with the exception of the senior trip, which may incur additional fees. The 3rd grade Farm Trip will be noted separately on the contract and will be an additional \$625 fee added to your tuition amount. The TA committee will expect each family to be responsible for the portion of the tuition that represents these fees. However, they will take into consideration that these are expenses that your family must accommodate.
- The Tuition Adjustment Committee reviews the applications very thoroughly following the TADS review; however, in order for the Committee to make the best possible assessment of your situation you must be thorough and complete. **Your situation will not be re-reviewed once they have made a determination unless you can demonstrate that your situation has changed significantly since you submitted your forms.** Corroboration of any such change will be required. Examples of changes would include loss of employment, change in household membership status, or major illness. Reviews may be made by staff.
- **The School and TADS holds your information in strict confidence.** We ask that you hold your family's Tuition Adjustment determination in strict confidence as the Committee's determinations are based on extensive private information and cannot be judged by anyone else.
- **It is essential that all information included in the application accurately reflects your financial situation.** If the committee is unsure of the accuracy of the information supplied you will be contacted and asked to clarify the details. Please note this may delay the committee's ability to make a decision in a timely manner.

If you have any further questions please contact Lauren Wolff, TA Administrator:

Email: TAadmin@hawthornevalley.org

Phone: 518-610-3179