



January 2019

Dear Families applying for Tuition Adjustment (TA)

Introduction

Welcome to Hawthorne Valley Waldorf School (HVS). We would like you to know that as part of our commitment to socioeconomic diversity and inclusion, HVS's TA program is needs based. This means that TA is awarded on the basis of each family's ability to pay tuition. Each year the school commits approximately \$1.8 million in unrealized tuition fee income to support approximately 66% of its families with a TA allocation. The independent TA Committee reviews and evaluates each families' situation carefully and thoroughly. This includes taking into account changes in a family's overall financial circumstances as part of the process to decide the appropriate level of Tuition Adjustment for each application.

However, despite our commitment and hard work, the financial reality of the school is such that there is not enough fee and/or fundraising income to meet the needs of all applying families. Despite our best efforts, HVS cannot guarantee to assist TA applicants at the level they request in their application.

Our continued commitment to you is:

In order to create the best possible outcome with the resources we have during the 2019-2020 TA cycle our commitment to you is:

- To continue to work in collaboration and partnership with the Board and PTA to improve our processes and communication.
- To provide the school community with clear information about the school's operating budget.
- To maintain an arm's length arrangement for managing the tuition adjustment process, which includes ensuring that TA committee members do not have any current conflicts of interest with the school and are therefore independent, appointing a non-school employee to administer the TA process and appointing a non-HVA employee to manage the TA appeals which may arise.

Our request to you is:

- PLEASE RETURN your signed enrollment contract and related forms as soon as possible and definitely not later than the expected deadline. Without confirmation of your commitment, it is impossible to fully and accurately plan staffing, programming etc. for next year.
- Please help the school to become more financially sustainable and better able to support our talented and dedicated teachers upon whom we all rely, by contributing the maximum level of tuition you can, which may include the options of asking for support from family, taking on loans as you work to increase earned income, etc.

TA Administrator

Your contact person for everything to do with the TA cycle is **Lauren Wolff**, TA Administrator, TAadmin@hawthornevalley.org or 518-610-3179.

TA Applications for Returning families – fully completed applications submitted through www.Tads.com are due by March 1, 2019. Please complete the [Family and School Covenant of Financial Need](#) prior to your TADS application.

TA process for New families:

- New applicants are encouraged to begin the on-line application at any time during the application process via this link www.mytads.com.
 - **Please note:** submitted TA applications may not be able to be reviewed until after the school application and acceptance process is complete.
- The [Family and School Covenant of Financial Need](#) should be completed prior to your TADS application.
- You will be required to submit to TADS your complete 2018 tax returns, personal and business if applicable. If your taxes are still in process you will be required to submit them as soon as they are available. Submit your general TADS application and upload your taxes later.
- Contracts will be sent out within three weeks of the TA application submission provided all required documents have been submitted.
- Signed contracts with deposits are due back to the school within three weeks of receiving them.

Essential TA information – you can access all TA information through [the School website](#).

- Family and School Covenant of Financial Need – required for all applicants
- Tuition Adjustment Instructions
- TADS on-line application
- FAQs
- Tuition Rate Sheet

Sincerely,



Michael Frosch
School Director