

## FINANCIAL AID AT THE CAMBRIDGE SCHOOL OF WESTON

The Financial Aid Committee furthers the school's mission by enabling as many qualified students as possible to attend the school and by supporting the school's commitment to the diversity of our student population. The CSW Financial Aid Office awards grants to students once they have been admitted to the school, based solely on demonstrated financial need. We have no "merit scholarships."

Financial aid is designed for families who need assistance with tuition after they have incorporated all other resources into their planning for educational costs. Financial aid is available only to U.S. citizens and permanent, "green card" residents.

All financial aid information is confidential. The committee does not release information submitted to it under any circumstances. All financial aid documents are destroyed soon after a student leaves CSW or decides not to enroll.

### Financial Aid Application Procedures

*Returning Students who are re-applying for financial aid:*

To apply for aid, both custodial and noncustodial parents must submit two items:

1. PARENTS' FINANCIAL STATEMENT (PFS): The PFS must be mailed or submitted online (<https://sss.ets.org>) to the School and Student Service for Financial Aid (SSS), and list CSW as a recipient. SSS will process your information and mail us their estimate of family contribution for education. **Parents of returning students must submit a PFS by January 15.**
2. PHOTOCOPIES OF ORIGINAL, SIGNED FEDERAL TAX FORM 1040, ALL SCHEDULES, 1099 AND W-2 FORMS (for parents and student): Submit tax information for the year preceding the financial aid application. Mail this information, postmarked by February 15, directly to CSW Financial Aid Office.

Families who have submitted their financial aid application materials by the due date will receive notification of their award by mid-February when re-enrollment contracts are issued.

The Cambridge School of Weston does its best to meet the previous year's level of aid to each returning student, as long as the demonstrated need, as determined by the financial aid committee, continues and there is no significant change in the family's financial circumstances. The family must submit the financial aid application and supporting documents by the required deadlines to ensure that they are considered in the first round of award decisions. **Failure to meet these deadlines may result in a decreased award due to limited funds.**

*New Applications for Financial Aid:* The Financial Aid Committee will consider applications from returning families who have not received financial aid in the past. However, the Committee cannot guarantee that it will be able to meet the financial need of these families. It is the School's expectation that families who begin at The Cambridge School of Weston paying the full tuition will continue to do so unless their circumstances change significantly. In addition to the materials listed above, families of returning students who have not applied for or received financial aid in the past must also submit tax information from the preceding two years in addition to a letter to the Financial Aid Committee explaining the change in circumstances.

*New Students who are applying to CSW and are applying for financial aid:*

To apply for aid, both custodial and noncustodial parents must submit two items:

1. **PARENTS' FINANCIAL STATEMENT (PFS):** The PFS must be mailed or submitted online (<https://sss.ets.org>) to the School and Student Service for Financial Aid (SSS), and list CSW as a recipient. SSS will process your information and mail us their estimate of family contribution for education. **Parents of new students are required to submit a PFS by February 1.**
2. **PHOTOCOPIES OF ORIGINAL, SIGNED FEDERAL TAX FORM 1040, ALL SCHEDULES, 1099 AND W-2 FORMS (for parents and student):** Submit tax information for the year preceding the financial aid application. Mail this information, postmarked by February 15, directly to CSW Financial Aid Office.

Financial aid applications are processed after admissions decisions, so that financial circumstances do not affect a student's admission to CSW.

### **Financial Aid Decisions**

Financial aid decisions are mailed on March 10 in conjunction with admissions decisions. Each financial aid applicant who is accepted for admission will be notified that the financial aid committee has made one of the following decisions:

- **Incomplete Financial Aid Application** – The Financial Aid Committee has received some but not all parts of the financial aid application and is not able to make a decision at this time.
- **Does Not Qualify**—The computed family contribution exceeds the tuition and therefore the family does not qualify for financial aid.
- **Financial Aid Award**—The family qualifies for financial aid and is being offered a financial aid grant. A grant appears in full on the monthly school bill if Payment Plan 1 or 3 is chosen on the Enrollment Contract, or in two parts (60 percent and 40 percent) under Plan 2. A grant is not taxable and does not have to be repaid.
- **Financial Aid Waiting List**—The family qualifies for financial aid, but The Cambridge School of Weston is unable to offer a financial aid package in the initial round.

Because of The Cambridge School of Weston's strong commitment to our financial aid program and to enrolling an economically diverse student body, each year the number of accepted applicants who qualify for financial aid is greater than the school is able to support. Therefore, some students who have been admitted to CSW will be denied aid and placed on the financial aid waiting list. As funds become available, all students on the list will be considered equally, and will be offered aid according to the current enrollment needs of the school.

Options for students placed on the financial aid waiting list include:

- declining CSW's offer of admission and enrolling at another school
- alerting CSW that you would like to remain on the financial aid waiting list, by notifying us *in writing* by April 10. The CSW Admissions Office will continue to hold a place for the student in the school until we can reach resolution regarding financial aid. You will remain under consideration for funds that become available in the spring or summer, but we cannot guarantee our ability to meet your financial aid need.

***Financial Aid Appeal Process:*** Decisions made by the Financial Aid Committee are not changed unless new information is presented that was not available when need was initially determined. Families experiencing job loss or other substantial changes in their circumstances may appeal their award. Families should appeal their financial aid in writing. The appeal should include:

- A statement of changes, if any, in financial circumstances since the original financial statement (PFS) was completed
- A detailed monthly or annual budget showing all income and expenses  
Detailed explanations, if any, of unusual expenses and/or debts that were not fully explained on the original financial statement(s)

Appeals for both new and returning students will be considered after April 10 in the order in which they are received and based on availability of funds.

### **Financial Aid Policies:**

- All information submitted for financial aid purposes is held in the strictest confidence.
- No application for financial aid may be considered unless and until the applicant provides all information requested by the Tuition Aid Committee.
- All “Report of Family Contribution” forms received from School and Student Service for Financial Aid shall be reviewed and recalculated with appropriate adjustments.
- The Financial Aid Committee recalculates all financial aid applications to correct errors and to apply CSW’s policies. The family contribution we determine may differ from the one contained on the SSS Family Report and from figures computed by other schools.
- CSW views financial responsibility for education as a matter of both parents’ ability to pay, not their willingness to do so. The Financial Aid Office considers the financial resources of all living parents, stepparents, and domestic partners, and requires the cooperation of all parties before it makes financial aid decisions. In cases of remarriage, CSW bears in mind obligations to any new family. In determining financial aid grants, the Financial Aid Office is not bound by disclaimers of financial responsibility or by legal arrangements that may bind either parent. The CSW Financial Aid Office asks that the custodial parent communicate with the noncustodial parent about all financial aid matters. CSW does not act as an intermediary between parents.
- To maintain the integrity of the financial aid process and to meet standards of federal and state tax codes, the family must reapply each year. If the family’s financial position remains constant, the Financial Aid Office makes every effort to support about the same level of educational costs from one year to the next. Financial aid grants may not be renewed if the family’s school account is not paid in full.
- If one parent is not involved in the child’s life, a statement to this effect from a third party who is aware of the situation in a professional capacity (a lawyer, member of the clergy, school official, for example) may be substituted for the financial documents from that parent. If a parent who is involved in the child’s life is reluctant to participate in the financial aid process, please contact the Financial Aid Office to discuss the situation.
- It is expected that both parents will provide income from a full-time job in support of the student’s educational expenses unless a parent is disabled or is caring for a preschool age child, disabled child, or disabled parent. If a parent does not meet the criteria of these exemptions and is not providing income, the School will impute income to the equivalent of our day student tuition.
- It is expected that a family will provide for financial support of the student’s education before making charitable contributions to other institutions or organizations.

- Business losses and expenses that do not affect cash flow (such as depreciation, home office write-offs, and some vehicle expenses) may be disallowed when computing financial need.
- It is expected that applicants for financial aid will notify the School of contributions towards the student's educational expenses from sources other than the immediate family and these contributions will be taken into account when determining financial need.
- It cannot be assumed that because one student in the family has received aid from CSW another sibling new to the School is guaranteed assistance.
- Recipients of financial aid are expected to meet the same standards of performance as all other students; they are not subject to special standards or requirements. To be eligible for continued financial aid, students must reapply each year, demonstrate financial need, and remain enrolled at The Cambridge School of Weston.