

Tuition Assistance Policy Statement

2018-19

Our tuition assistance program offers reduced tuition rates to families based on their financial need. We extend this assistance to make the school available to families with very low incomes or specific financial hardships. Families must re-apply for Tuition Assistance annually. We expect families receiving tuition assistance to meet all contractual expectations, communicate with us about any changes in financial status and increase tuition as they are able.

Process

- 1. Complete and return to school Tuition Assistance Application Form.** Email to info@clearwaterschool.com, mail to 1510 196th Street SE, Bothell 98012 or deliver to the school office.
- 2. Applications will be reviewed by the Tuition Assistance Committee**
Applications will be reviewed by the Tuition Assistance Committee. We may ask for additional information about your income and assets. We trust that you will act honestly and with concern for the school's financial stability.
- 3. The Clearwater School expectations:**
 - Pay as much as possible towards full tuition.
 - Pursue all avenues possible to be able to pay tuition—such as reducing other expenses and seeking help from extended family.
 - Increase tuition annually.
 - Explore alternate ways to contribute to the school.

Contractual Agreement

Each family will enter an annual written contract that details the amount of tuition paid and the payment plan. In that contract you must verify that the information you have provided is correct. We expect you to make your payments on time—due on the first day of each month if paying in 10 installments. The payment schedule, fees for installment payments, and fees for late payments are detailed in the *Enrollment & Tuition Policy* and *Enrollment and Tuition Contract*. We expect you to communicate with us about any changes in payment schedule and financial status.

Application

To request tuition assistance, please provide the following information:

1. What is your annual/monthly family income?
2. Attach your most recent annual tax return and copies of your current W-2 forms to document your current family income.
3. How much annual/monthly tuition can your family afford to pay?
4. Explain the circumstances that create a financial need in your family, including any factors that will help us evaluate your request. Include any information about your family income and expenses you want us to consider.