St. John's Episcopal Parish Day School
Tuition Assistance Policy

In keeping with the School's mission and educational philosophy, St. John's strives to maintain a mission-aligned student body that reflects a balance in social and economic backgrounds and cultural experiences. The School does not base its admissions acceptances on whether or not a family can pay full tuition, and tuition assistance can be available for qualifying families. St. John's believes that the family has primary responsibility for financing their children's education to the extent they can. However, a limited amount of financial assistance is available to help families who would otherwise find enrollment impossible.

Governing Policies

- All applicants to SJE are accepted for admission on a need-blind basis.
- SJE's practice is to not make full awards covering all tuition.
- SJE is committed to a process that guarantees consistent and fair treatment of applicants and objectivity in application review. For this reason, SJE uses the Grants Management portal through FACTS for the initial evaluation of applicants. We recognize that this process is not a perfect indicator of a family's capacity to pay tuition and is not a substitute for professional judgement that may be applied as the facts merit.
- Parents are expected to financially support the applicant to the extent they are able, as determined by the FACTS process and the SJE Tuition Assistance Committee. This committee is comprised of the Head of School, the Rector and the Chief Financial Officer. Final authority on any and all tuition assistance lies with the Head of School, acting within the parameters set by the Board of Trustees.
- All applications for tuition assistance are held in the strictest confidence.
- SJE looks at the total household income when evaluating potential need.
- SJE expects that families will portray their financial status accurately, honestly, and thoroughly in the application process. Failure to do so may disqualify the family from consideration for tuition assistance the current year and in the future. The process is set up to favor those who adhere to the application procedure and deadlines.
- In cases of divorce or separation, both parents are required to apply. Both parents complete separate financial statements with FACTS.

- It is common for family circumstances to change; as a result, SJE requires reapplication for tuition assistance every year.
- Tuition assistances applies to tuition only. Additional costs such as meals, field trips, After School Program, and mandatory fees, etc. are the full responsibility of the parent/guardian. Per the signed enrollment agreement, families have an obligation to make regular monthly payments on any remaining tuition due after the assistance award, plus any additional charges incurred throughout each month. Failure to pay all school-related costs in a timely fashion may affect future aid awards and the re-enrollment of the student.
- Tuition assistance can only be available to enrolled students. SJE's policy is that we will withhold re-enrollment for students with past due balance.
- Those students receiving tuition assistance are held to the same standards of performance, both academic and behavioral, expected of all SJE students.
- All application forms and required tax forms must be submitted on time. Late or incomplete applications may not receive full consideration.
- For families who own their own businesses, all parents in this situation are required to furnish SJE with a copy of their current business income tax return and related FACTS form. They may also be asked to furnish cash flow statements, balance sheets and other information relevant to the business.
- St. John's current does not accept Gardiner or McKay Scholarships from the Florida department of Education.
- SJE does not permit volunteer work by the parents at the school to be counted as consideration in lieu of tuition payment.
- SJE assesses the demonstrated need of the individual families in the context of available School resources. Applicants are notified on the Tuition Assistance Committee's decision by letter. The Committee reserves the right to refuse awarding aid for any reason.
- Tuition assistance dollars are part of the School's overall annual operating budget and are limited. Accordingly, in order to as much as possible meet demonstrated need, the amount of assistance any individual family receives may increase, decrease, or remain the same from the prior year.

Tuition Assistance Application Process

1. Complete Application online by going to https://online.factsmgt.com/aid no later than February 1.
   - Start your application within your FACTS account or, if a new SJE family, establish a new account with your email address and password.
   - Complete your application for the next academic year. You can log out of FACTS at anytime, then return later to complete it.

2. During the application process you will be asked to upload your Income Tax Return for the previous tax year and W-2's. These documents must be uploaded for your application to be considered.