

The Berkeley School Financial Aid Policies, Procedures & Deadlines School Year 2012-2013

PRINCIPLES

The Berkeley School seeks to admit a pool of diverse students who, by their participation in our program, enable us to offer an educational experience of the highest caliber. TBS takes pride in providing a generous financial aid program, intended to make a TBS education affordable for as many families as possible. Financial aid is intended as a supplement to family resources, and is provided to families with demonstrated financial need. Approximately one-third of our student population received some amount of financial assistance in the 2011-12 school year.

TBS follows the guidelines for the evaluation of financial need established by School and Student Services (SSS). SSS is a service of the National Association of Independent Schools. Based on the financial information you provide, SSS will determine your family's Estimated Family Contribution (EFC), i.e. the amount your family should be able to afford toward your child's tuition. The sophisticated methodology employed by SSS helps the Financial Aid Committee to make fair and objective financial aid decisions. TBS' financial aid program is open to students of any race, color, gender, gender identity of expression, religion, or national or ethnic origin.

TBS requires that all financial support available beyond the parents' income and assets be reported on the Parents' Financial Statement (PFS), including resources from grandparents and other relatives or benefactors.

Under most circumstances, financial aid awards for students in Kindergarten through 8th grade are capped at 55% of the annual tuition. The maximum award for students in the two-, three-, and four-year-old program is \$2,100.

Financial aid is not offered to offset the cost of before-and after-school care, holiday and/or summer camps. It is important to budget for these additional childcare costs as part of the total cost of your child's attendance at TBS.

Financial aid is provided for individual students and is not transferable to siblings or other students. It is also not deferrable.

To be considered for a financial aid award, applicants must meet stated deadlines and submit all documentation on or before the due dates. On-time applications will be reviewed first. Late and/or incomplete applications are considered after all others have been reviewed and/or awarded.

Financial aid awards are made on a funds-available basis. Due to limited financial resources, financial aid is not guaranteed to all applicants who qualify. All families interested in applying for financial aid should follow the procedures and timeline outlined in this document.

PLEASE DIRECT QUESTIONS TO:

Shira Freehling
Director of Financial Aid
(510) 665-8800, ext. 107
sfreehling@theberkeleyschool.org

POLICIES

Returning Students

Financial aid awards are granted on an annual basis. Returning students and their siblings are considered priority applicants. All families must reapply each year, meet all stated deadlines, and complete all documentation. Because of varying resources available to the school and the changing composition of our applicant pool, aid awards may vary from year to year.

Families of current TBS students must be current in their 2011-2012 tuition payments to be considered for financial aid in 2012-2013.

New Applicants

Families of new applicants to TBS should apply for financial aid on or before January 27, 2012. Prospective families' financial aid applications will not be processed until admission applications have been received.

Separated, Divorced, Non-Custodial, or Unmarried Parents

The SSS and TBS policy for determining financial need is based on the principle that all parents are responsible for the support and educational expenses of their children. Based on this principle, TBS' Financial Aid Committee evaluates the income and assets of all of a child's parents and/or family units.

TBS requires that each household, including non-custodial parents, complete a financial aid application process for their child. Waiving this requirement requires third-party documentation. To find out more about waiving this requirement, please contact Shira Freehling at sfreehling@theberkeleyschool.org or (510) 665-8800, x107.

All submitted information is kept in strictest confidence. Such information is never shared with other family members.

Late Financial Aid Applications

Financial aid awards are made on a funds-available basis. On-time applications will be reviewed first. Late and/or incomplete applications are considered after all others have been reviewed and/or awarded. Because the requests for financial aid exceed available funding, financial aid is not guaranteed to all applicants who qualify.

Signed Enrollment Contracts

Signed enrollment contracts must be returned before the stated expiration date on the contracts. After that date, financial aid funds will be released to other qualified financial aid applicants.

Confidentiality

The Financial Aid Committee maintains strict confidentiality over financial aid files. Faculty and students are not informed of financial aid decisions. The School trusts that the family will have the same discretion regarding awards and decisions.

Financial Aid Workshops

It is strongly recommended that at least one family member attend one of the financial aid workshops. They will be held at TBS' University Avenue campus (1310 University Avenue).

- a. **November 21, 2011** from 6:00-7:30 pm (for current TBS families)
- b. **January 11, 2012** from 5:00-6:00 pm (for families new to TBS who are in the admissions application process)

For assistance completing the Parents' Financial Statement, please call the School & Student Services Helpline at (800) 344-8328 (Mon-Fri 9:00 am-8:00 pm EST, Sat: 9:00 am-4:00 pm EST). We suggest that you complete your application as thoroughly as possible before calling the Helpline.

HOW TO APPLY FOR FINANCIAL AID

All parents, including separated, divorced, non-custodial, or unmarried parents. must complete this process.

1. On or after **November 1, 2011**, log on to <http://sss.nais.org/parents>. Keep track of your login and password to enable you to work on your PFS and to view it in future years. There is a \$37 application fee to file your Parents' Financial Statement online.
2. NAIS offers a workbook to guide you through the process (http://sss.nais.org/files/PFSO_Workbook.pdf).
3. The Berkeley School's code is **1598**. Enter this information in the "Select Subscriber School" section of your PFS.
4. From your PFS dashboard, select **Academic Year 2012-2013** to begin your Parents' Financial Statement (PFS). Continue working through your PFS, one section at a time. Any time you have a question, the "Help Tips" can be of great assistance. SSS also has Customer Service representatives available (800) 344-8328 from Monday-Friday 9AM-8PM (Eastern Time) and from 9AM-4PM (Eastern Time) on Saturday. Please refer to the SSS website for hours of operation from January through the end of the school year.
5. **4506T-EZ Instructions** – all applicants:
Complete lines 1-4.
For item 5, fill in: The Berkeley School, Tel number 510-665-8800.
1310 University Avenue, Berkeley, CA 94702.
In item 6, fill in: 2010 and 2011.
Sign, but do not date the form.
Do not mail Form 4506T-EZ to the IRS. Mail or upload the form to SSS.

6. SSS' Mailing address:

**SSS by NAIS
PO Box 449
Randolph, MA 02368**

Be sure to include a cover sheet with all documents mailed to SSS.
See "Print Required Documents Cover Sheet" screen of the PFS Online:
http://sss.nais.org/files/pfs_2012-13_cover_sheet_v8.pdf

Documents must be single-sided, with no paper clips or staples.
Please do not mail any original documents.

24 hours after your PFS has been submitted online, you may upload documents directly from your computer to SSS. See the "Manage Documents" tab of the PFS online for additional information.

7. By signing the PFS electronically, parents indicate that they have filled out the PFS to the best of their knowledge. They agree to inform the school of any changes in their financial situation. Any variance from this may jeopardize a student's financial aid grant, no matter what stage they are in the process. Additionally, the preliminary financial aid grants may be adjusted once the file is complete.

HELPFUL HINTS

1. **Adhere to deadlines.** Once the 2012-2013 financial aid budget is awarded, no additional applications will be considered. Please note that we are anticipating full enrollment for 2012-13, which we've already reached in several grades, and plan to distribute all available financial aid funds. If for any reason you cannot adhere to the 2012-2013 deadlines, please notify Shira Freehling *in advance* in order to determine if an accommodation can be made.
2. You only have to complete one PFS, even if you have several children attending The Berkeley School and/or other SSS subscriber schools. The Berkeley School's code is **1598**. You will be able to view your Family Report online.
3. Fill in whole dollar amounts only, rounding up or down.
4. **Do not wait to complete your tax return to complete your PFS.**
5. Use good faith estimates for items where you may not know the exact number. Do not leave any field blank. Enter a zero if a question does not apply.
6. Some items require a brief explanation. Please be sure to include them in the spaces provided. Missing explanations may delay and/or adversely affect your child's financial aid award.
7. Any additional information or special circumstances the family would like to make known may be conveyed in a letter to the Financial Aid Committee c/o Shira Freehling, The Berkeley School, 1310 University Avenue, Berkeley, CA 94702 or by email to sfreehling@theberkeleyschool.org.
8. Many families find that referencing last year's PFS is helpful in filling out this year's form. We suggest you print out a copy of your PFS for future reference.

WHAT HAPPENS NEXT?

Once the PFS, 2011 W-2s and 2010 tax documents have been received by SSS, The Berkeley School's Financial Aid Director and the Financial Aid Committee reviews the application and determines a provisional award.

The family's 2011 Federal income tax return provides supporting documentation to the Committee, which may result in an adjustment to the provisional financial aid award. The family will be asked to meet with the Director of Financial Aid before any adjustment is made to their award. Additionally, the Financial Aid Committee reserves the right to interview a family in order to more accurately understand the applicant's situation.

Families who file the PFS and required documents on or before the stated deadlines will receive their preliminary award information with their re-enrollment or admission decision packet. Assistance will be based on the information provided and offered on a provisional basis until a copy of the signed and filed 2011 return is provided. ***Failure to provide tax returns, W-2s and schedules within stated deadlines may result in the forfeiture of any provisional award offered.***

IMPORTANT DATES AND DEADLINES

FOR FAMILIES OF CURRENTLY ENROLLED STUDENTS

November 21, 2011 - Financial Aid Workshop

TBS University Ave. Campus, Art Room, 6-7:30 PM

December 9, 2011 - deadline-Parents Financial Statement (PFS) 2012-2013

Online application <http://sss.nais.org/parents/>

December 9, 2011 - deadline for the following forms to be received by or uploaded to SSS:

Copy of 2010 1040 & all schedules

Copy of 2010 W-2 Form(s)

If self-employed, Business/Farm Statement (<http://sss.nais.org/files/SSS/2012-13%20Business%20Farm%20Statement.pdf>).

January 20, 2012 – Contracts and financial aid decisions mailed to TBS families

February 15, 2012 - deadline for the following forms to be received by/uploaded to SSS:

IRS Form 4506T-EZ (<http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>)

Copy of 2011 W-2 Form(s)

March 15, 2012 - deadline for the following forms to be received by/uploaded to SSS:

Copy of 2011 1040 & all schedules

FOR FAMILIES OF PROSPECTIVE STUDENTS

January 11, 2012 - Financial Aid Workshop

TBS University Ave. Campus, Art Room, 5-6 PM

January 27, 2012 – deadline - Parents Financial Statement (PFS) 2012-2013

Online application: <http://sss.nais.org/parents/>

January 27, 2012 - deadline for the following forms to be received by or uploaded to SSS:

Copy of 2010 1040 & all schedules

Copy of 2010 W-2 Form(s)

If self-employed, Business/Farm Statement (<http://sss.nais.org/files/SSS/2012-13%20Business%20Farm%20Statement.pdf>).

February 15, 2012 - deadline for the following forms to be received by/uploaded to SSS:

IRS Form 4506T-EZ (<http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>)

Copy of 2011 W-2 Form(s)

March 8, 2012 – Contracts and financial aid decisions mailed to prospective TBS families

March 15, 2012 - deadline for the following forms to be received by/uploaded to SSS:

Copy of 2011 1040 & all schedules