

MICDS

MARY INSTITUTE AND SAINT LOUIS COUNTRY DAY SCHOOL

Guiding Principles for Families Applying for Tuition Assistance

Adapted from School & Student Services By NAIS

The purpose of the MICDS tuition assistance program is to provide monetary assistance to those students who cannot afford the cost of tuition. Recognizing that each family bears the primary responsibility for financing a student's education costs, MICDS adopts the following Guiding Principles for Families in the Tuition Assistance Process. These principles reflect the standards of equity and fairness among applicants and the collaborative nature of the application process.

1. The family seeks to apply for assistance only after it has determined its own resources are insufficient to cover school costs and has exhausted the potential resources and options available to it.
2. The family is proactive in seeking information and answers to questions related to the tuition assistance process.
3. The family is open and honest when completing the application for tuition assistance and when providing any supporting documentation.
4. The family adheres to the School deadlines and documentation submission requirements.
5. The family submits true and accurate tax related documentation, such as the 1040, supporting schedules and W2 statements.
6. The family is responsive to school requests for additional information to support the application.
7. The family understands that the school is not obligated to provide financial assistance, even if the family shows eligibility for it.
8. The family is respectful in communications with the school's staff and administrators.
9. The family uses School-established channels for disputing or appealing a tuition assistance decision.
10. The family is discreet about disclosing its tuition assistance determination.
11. The family respects the privacy of other families who choose not to disclose their tuition assistance details or determinations.
12. The family works to the best of its ability to arrange its financial resources to pay any determined family contribution in the timeline prescribed by the school.