

Tuition Assistance Application Instructions

2012-2013

PLEASE READ CAREFULLY

- Complete the TADS online application. Go to www.tads.com and click on the “parents” button. Take a few minutes to fill out the TADS worksheet, then begin completing your application online. If you prefer a paper application, you can call TADS at 1-800-477-8237.
 - (1) If parents are separated or divorced, then **each** parent must fill out a TADS application.
 - (2) The supporting documentation you need is listed on the TADS website. TADS will not process your application if they do not have the supporting documentation. In order for your application to be included in the first wave of review, everything, including a copy of your **2010** tax return, must be received by TADS no later than January 15, 2012. (You have a bit more time to submit your 2011 return.)
- TADS will require copies of your 2011 tax returns, including all schedules and attachments. Your award will be rescinded if TADS has not received your 2011 tax forms by May 1, 2012. You will be charged the full tuition if the tax forms are not received.
- You will receive your Waldorf School of Princeton enrollment packet in early February. Please do not return the enclosed contract and deposit until you receive your award letter. If you have children in the early childhood program who are not eligible for assistance, their contracts and deposits should be returned by the regular deadline in order to reserve a place.
- When you receive your tuition assistance award in April, you must return the signed award letter, signed contract, and deposit within two weeks. Failure to return the materials or submit an appeal within two weeks will nullify the offer.
- TADS is available to help answer any questions about filling out your application using the following:
 - E-mail: support@tads.com
 - Telephone: 1-612-548-3320
 - Toll-free: 1-800-477-8237
 - Please **do not call the school** for help with the TADS application. TADS employees are happy to answer your questions.

Frequently Asked Questions about the Tuition Assistance Program

What is the Tuition Assistance Program?

The Tuition Assistance Program at the Waldorf School of Princeton is a needs-based financial assistance program administered by the School, and is available for all Grade School students and students enrolled in the 5-day Early Childhood Program who will be five years old by October 1, 2012. The Board of Trustees sets the budgetary limits for the Tuition Assistance program. Please know that the Board is committed to making Waldorf education affordable.

What should I do if I want to apply for Tuition Assistance?

Apply at www.tads.com starting on December 15, 2011. All materials including 2010 tax returns must be submitted by January 15, 2012. The 2011 tax return must be submitted by May 1, 2012, or the award will be nullified.

How does the Tuition Assistance process work?

Tuition Aid Data Service (TADS) reviews the tax returns and processes the application to assess each family's ability to pay. The school then reviews this data with respect to the tuition grants that are available for each school year. The school will notify you of its decision and you will be given two weeks to accept or appeal the school's decision. If you choose to appeal, your written appeal will be reviewed by the Tuition Assistance Committee to make a final determination.

Who will have access to my Tuition Assistance application? Is this information confidential?

All personal information is submitted to TADS. The only person with access to this information is the school administrator. The school administrator will lead the Tuition Assistance Program and the review of all applications. The Tuition Assistance Committee includes the enrollment director, the school administrator, and a non-parent board member as necessary for appeals. All personal and financial information will be held in the strictest of confidence. Should additional input ever be required, perhaps in the case of an appeal, identities of applicants will be withheld from discussion.

When will my contract and deposit be due to reserve a place for my child in the class?

When you return the tuition assistance award letter you will also return the 2012-13 contract with the non-refundable deposit. Deposits must be made in full to reserve a place in the class and receive the tuition award.

The school appreciates your interest in Waldorf Education and hopes this helps you understand the Tuition Assistance Program. If you have any questions, please contact our registrar at 609-466-1970, ext. 114.