

Pleasant Ridge Waldorf School

Annual Parental Financial Commitment (PFC) Guidelines for 2012-13

Pleasant Ridge Waldorf School's funding system for the parent portion of the budget uses the following four fundamental elements to sustainably fund the school:

- Tuition of \$6,750 per student for the 2012-13 school year.
- An adjustment process for those unable to pay the total tuition.
- A projected balanced budget for the 2012-13 school year before the end of May 2012.
- This year, the parent community also had a collective Fundraising goal of \$110,000. For 2012-13, we do not expect this to be less, but hope it will be slightly increased. Details of the Fundraising responsibility are still being worked out by the PRWS Board and parents.

The goal of the Re-Enrollment Committee and the Board is to address accountability questions, accurately assess family financial contribution potential, and keep our process fair and transparent.

We continue our commitment to make Waldorf education available to all families who value the Waldorf curriculum. PRWS will accept any family that is willing to work with PRWS and is committed to holding PRWS education high on their list of financial priorities and who will make reasonable effort to pay for the education being offered.

Tuition is determined by the Finance Committee and Board. For the school year 2012-13, this is set at \$6,750 per child, based on the projected cost of education per child at PRWS.

For families who are unable to pay the tuition that is asked, PRWS will use a financial appraisal and allocation system to determine an adjusted tuition which relates to each family's share of the operating budget. The family's share is allocated in proportion to its appraised financial condition. To request an adjustment, complete the Tuition Adjustment Application (available in Office and at Re-Enrollment table in Lobby). For the adjustment system to be fair to all families, applications for adjustment **MUST** be received by **March 2, 2012**. Applications received after this date will be confidentially processed "in-house," instead of anonymously by the third party consultant. **Re-enrollments and tuition adjustment requests received after March 2 will be charged an elevated registration fee of \$500.**

Families paying \$6,750 per student will not need to participate in the financial appraisal process.

All new and all first-year families will participate in re-enrollment meetings, beginning in March, 2012. Re-enrollment Committee members will contact all other families by phone for a brief conversation.

Parent Financial Commitment Form must be completed and returned by March 2, 2012, along with a registration fee of \$165. Registration Fee is \$500 after March 2. Registration Fee is refundable through June 25, 2012 provided all 2011-12 balances due have been paid in full (tuition, raffle, registration fee, hot lunch, music instrument rental, and any others).

For tuition reduction, the Tuition Adjustment Application and copy of IRS 1040 return for 2011 (or 2010) must be received by March 2, 2012.

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In an effort to complete re-enrollment in a timely way, here are ways you can help.

1. If you want to re-enroll, but are uncertain about whether you can commit to next year at this time, please do re-enroll now. Then, if you later find you must withdraw, your Registration fee will be refunded to you up until June 25, 2012, provided all 2011-12 balances due have been paid in full (tuition, raffle, registration fee, hot lunch, music instrument rental, and any others).

2. Turn in your completed Parent Financial Commitment and \$165 Registration Fee by March 2, 2012. **After this date, the Registration Fee is \$500.**

NOTE: The Finance Committee recognizes that having both the Raffle and Re-Enrollment in March may cause a cash flow problem for some families this year. To help this, Registration Fee checks may be post-dated up to April 29, 2012.

If you need to request a Tuition Adjustment:

3. Please provide numbers where asked in the Application for Tuition Adjustment. Written explanations and generalizations can't be used in the adjustment formula except where they are asked. You should keep that information for later, in case you ask for a 2nd adjustment.

4. Provide the written information requested, especially on the last page, and sign the Application.

5. **Include a copy of your IRS Form 1040 for 2011** if you have it, otherwise for 2010. This form is required, and we will not accept your Adjustment Application without it.

6. Turn in your completed Tuition Adjustment Application and IRS Form 1040 to Diane Mamroe by March 2, 2012. This year we are holding to a firm deadline; requests that arrive late will be processed and calculated confidentially in-house.

7. Applications for Tuition Adjustment are available now in the Office, so you have plenty of time to complete one by March 2.

8. Results of your adjustment request will be mailed to you. We expect all families to meet their adjusted tuition amount. However, if you believe your adjusted tuition amount is beyond your means, you may request a second tuition adjustment by putting the details of your financial situation in writing and giving it to Diane Mamroe. A conversation will be set up to determine a final tuition amount. **New this year: Re-enrolling families must have submitted their original tuition adjustment application by March 2, in order to be able ask for a second adjustment later. Requests for second adjustments from re-enrolling families will not be considered if the first deadline of March 2 was not met.**