

Pleasant Ridge Waldorf School

Tuition Adjustment Process Guidelines 2012-13

Financial Appraisal Guidelines for Tuition Adjustment:

The adjustment is not intended to support a family's discretionary expenses such as large amounts of home or property equity, second homes, investment portfolios, etc. Having any of these does not preclude an adjustment, but will be taken into consideration in relation to the school's needs.

To participate in the tuition adjustment process for your family, complete the Tuition Adjustment Application enclosed. Please complete all questions, date and sign the Tuition Adjustment Application and return to the school office by 3-2-12 with a copy of your completed and signed Federal Income Tax return for 2011 (or most recent). **For the adjustment system to be fair to all families, re-enrollment applications for adjustment MUST be received by March 2, 2012.** Applications received after this date will be processed "in-house," instead of by the confidential third party, and registration fee will be \$500.

Allocation Guidelines for Tuition Adjustment:

After adjustment applications are turned in on March 2, the Finance Committee, working through a confidential third party, will determine the amount each participating family will be asked to pay. Your adjustment results will be mailed to you. If you can meet your adjusted tuition amount, please bring your papers to Diane Mamroe in the school office for a brief meeting to complete your tuition agreement. A Re-enrollment Committee member will follow up soon to arrange your re-enrollment conversation.

Families unable to meet their adjusted tuition:

We expect all families to pay their adjusted tuition amount. The same assessment formula is applied to all requests, so if you believe your adjusted tuition is beyond your means, please be prepared to explain what additional circumstances have created hardship for you. The school has allowed a limited amount to cover further adjustments in cases of extreme hardship. **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.**

A group of Finance Committee members will review all requests for second adjustments. If you find you need to request an additional adjustment, beyond the tuition adjustment process, please put your request in writing, and give it to Diane Mamroe. This written request should be as specific as possible (e.g. describing details that were not included in your original Tuition Adjustment Request). The adjustment Review Group will contact you to arrange a time to meet and discuss your circumstances. For this conversation, please come prepared with any additional documents that may be needed to support claims of undeclared income and expenses, and net worth. The Review Group will consider the additional hardship adjustment requests and allocate additional adjustment fund dollars as available and appropriate.

Appraisal Confidentiality

The information provided by families participating in the tuition adjustment process will be handled in a confidential manner by the Re-Enrollment Committee. For adjustment requests received by 3-2-12, the Tuition Adjustment "Parent Name" information will be anonymous to everyone except the confidential third-party consultant in order to evaluate and normalize the data. Tuition adjustment requests received after 3-2-12 will be processed "in-house" confidentially, rather than out-of-house anonymously.

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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 you have no unpaid balance for tuition, registration, music instrument rental, hot lunch, etc.).
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 asked. You will want to bring such details if 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, **and Registration Fee will be increased to \$500.**
7. Applications for Tuition Adjustment are available now in the Office, so there is plenty of time to complete them by March 2.

ADDITIONAL INSTRUCTIONS for Tuition Adjustment Application

In order to maintain a fair and transparent parent funding process, we ask that you please provide these details in your application for tuition adjustment:

- Our data processing consultant has indicated that some parents neglect to include their retirement savings. In the context of lowered tuition, we have decided this is a relevant factor, similar to real estate, particularly as long as our teachers and staff have no retirement benefits. We respect that you might think retirement savings are different than other assets, and the 2nd adjustment request allows for your specific details to be considered when appropriate. Please **DO** include any retirement savings on the adjustment application form.
- Please only include actual medical and health insurance expenses, not unused deductible or FSA/HSA covered (pre-tax) expenses.
 - Finally, the consultant will not include any kind of taxes or repairs to your house or vehicles in your tuition adjustment calculation.

If you have questions, please feel free to contact Robert Hoversten. FROM THE FINANCE COMMITTEE