

## Calvary Episcopal School and College Prep Financial Aid Program 2011-2012

The Financial Aid program at Calvary Episcopal School and College Prep (CES/CECP) has been established in an effort to ensure that no qualified applicant is denied admission as a result of financial need. CES/CECP is committed to the breadth of the Episcopal tradition in both its unity and diversity. A student of CES/CECP is challenged to academic excellence while honored as an individual with unique potential. It is important to the School Board of Trustees, Faculty and Calvary Community that we strive to live by our Mission: "Calvary Episcopal School is dedicated to developing the whole child by building a foundation of excellence within a Christian environment." To this end, CES/CECP is committed to attracting and admitting a student body that reflects the greater Fort Bend County community, both culturally and socio-economically.

Financial aid is funded through the school budget. All financial assistance shall not exceed ten per-cent of the total tuition budget of any given school year.

All students (grades PK-12) are eligible to apply for the need-based financial aid program. These awards range from 0% to 50% of tuition per child. Financial aid for full tuition is the exception, since the Financial Aid Committee expects to see the parents' willingness to make a commitment, as well as to participate in other aspects of a student's attendance at CES/CECP. Intended as a supplement to the family's financial resources, financial aid is made not only to families whose ability to pay school costs is extremely limited, but also to those who may need only a minor subsidy to meet the tuition requirements. When financial aid is offered, the Financial Aid Program expects each recipient to make a conscientious effort to demonstrate a positive attitude in all phases of school life; scholastic, service and social.

### Policies

- All necessary information (request form, tax returns, etc.) must be submitted by the deadline of **March 4<sup>th</sup>** to FACTS Tuition Management. The Financial Aid Committee will award all available funds based on the applications received by the deadline. Late requests cannot be considered.
- The Financial Aid Committee will advise applicant families of their award decisions by letter, generally no later than the end of **April, 2011**.
- Recipients are required to carry Tuition Refund Insurance.
- Financial aid awards are not automatically renewable from year to year. Recipients must reapply each year if they wish to be considered for an aid award.
- In cases of divorced or separated families, both parents are required to sign the Parents' Financial Statement and Financial Aid Request Form. If a parent has remarried, it is expected that the new spouse will participate in the financial aid application and in the financial support of the student's education.
- In the case of a non-working or under-employed parent it is expected that both parents will provide income in support of the student's educational expenses unless a parent is disabled or is caring for a preschool age child, disabled child, or disabled relation. If a parent does not meet the criteria of these exemptions and is not providing income, the School reserves the right to impute income for that parent for calculation purposes.

- Financial aid will be awarded only if the student's account is current and the student is in good academic standing. Any exceptions to this policy must have the prior approval of the headmaster in consultation with the Director of Business and Finance and the Board Finance Committee.
- Financial aid may be discontinued at any time based on poor academic performance, disciplinary or honor problems as may be determined by the headmaster.
- All documentation received in support of financial aid applications will be treated in the strictest of confidence at all times.
- A report of the total amount of financial aid granted to all recipients shall be made to the School Board and will be reflected in the financial reports of the school. The names of individual recipients and circumstances will remain confidential.