



IMPORTANT INFORMATION ABOUT TUITION ASSISTANCE

Tuition Assistance is a *tuition reduction program* that is available to students who qualify in grades Kindergarten and above. It is *not* a loan, so there is no obligation to repay at any time.

DEADLINE FOR RETURNING STUDENTS: All Tuition Assistance forms and supporting materials must be received by WFS no later than **February 12th 2010.**

DEADLINE FOR NEW STUDENTS: New families who qualify are awarded tuition assistance on a **first come/first served basis.**

You can also complete the Parents' Financial Statement online at <http://sss.nais.org>. If this option is selected, a copy of the form completed on line must also be submitted to WFS by the deadline.

Providing access to our school for all families, regardless of finances, has been a goal of Westbury Friends School since its founding. Currently approximately 25% of our students receive tuition assistance. Tuition Assistance decisions are made by the Financial Aid Committee in accordance with the policies set forth below. Since we anticipate that requests for Tuition Assistance may exceed available funds, **we encourage new families to apply early to ensure consideration, and urge returning families to observe the deadline.**

GENERAL POLICIES & PROCEDURES

- Tuition Assistance is available for Kindergarten through Fifth Grade students and cannot exceed 35% of the total tuition.
- Consideration for Tuition Assistance is made after a student has been accepted, and is not part of the admission decision.
- Incomplete or forms received after the deadline will not be considered.
- Awards are made for one year only. Families who wish to continue to receive aid must reapply annually. Priority in receiving Tuition Assistance will be given to: currently enrolled students and their siblings, Quaker families, and then new applicants.
- Tuition Assistance will only be awarded to students who have met the current year's financial obligation to the school.
- If a parent is not working, the Financial Aid Committee will consider the earning potential of that parent. If the parent is not working because he or she is caring for a young child or an elderly family member, or is ill or disabled, this should be explained to the committee in a letter accompanying the paperwork sent to the school.
- Awards are contingent upon verification of all financial information.
- All financial information and awards are strictly confidential.

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PROCESS:

Westbury Friends School uses the School and Student Service for Financial Aid (SSS), which is a service of the National Association of Independent Schools (NAIS).

STEP 1: Fill out the Parent's Financial Statement (PFS) online at <http://sss.nais.org> or call the Admissions Office for a paper copy.

The school code for WFS is 8101.

STEP 2: Submit the following additional paperwork directly to Westbury Friends School:

- **A signed (not dated) copy of IRS form 4506.** Forms can be downloaded from the IRS website and are also available in the Admissions Office. No payment is required.
- **A copy of your 2009 W-2 and/ or 1099 tax forms from each parent.**
- **If self-employed, the SSS Business form and a copy of your 2009 form 1120S or form 1065.**
- **If parents are separated, divorced or have never married, each parent must submit all required information.**

STEP 3: Submit a copy of your 2009 1040 form WHEN AVAILABLE.*

DEADLINE: All required paperwork (with the exception of the 1040) must be submitted by February 12th 2010 to be considered by the Financial Aid Committee. Once awards are made to current families who qualify and meet the deadline, remaining tuition assistance dollars will be awarded to qualifying new families.

***Awards made will be contingent upon the school's receipt of your 2009 1040 form. Families will be notified of their award in early March.**

If you have questions, please contact the Admissions Office at 516-333-3178, or naranda@westburyfriends.org