



## Affording The Churchill School and Center

The Churchill School and Center builds community on the principles of diversity, equity, and inclusion. To help realize Churchill's vision of education available for all, the school maintains a financial assistance program. At Churchill, "need" is defined as the difference between the family's resources and the child's tuition expenses. To evaluate need, Churchill uses formulas created by FAST, an independent third party platform. Parents applying for financial assistance must complete and submit the FAST Application.

Admissions decisions are made separately from financial assistance decisions. Any student who applies to Churchill may apply for financial assistance. The Churchill School and Center imposes no income ceiling or minimum for families applying for financial assistance.

If a student is provided with financial assistance and enrolls in Churchill, Churchill expects the student and the student's family to become active and engaged members of the OneChurchill community thereby enriching the fabric of The Churchill School and Center. Churchill expects that families will adhere to all school policies and other expectations as outlined in the Family Handbook.

Returning families are given priority access to financial assistance funds. To be considered with priority status, returning families must complete a financial assistance application by **November 17, 2023**. For consideration in the second round of financial assistance decisions, new families should complete their financial assistance application by **January 10, 2024**. Funds are allocated on a rolling basis after this. Because funds are limited, it is crucial that families meet all financial assistance deadlines.

*The Churchill School and Center does not discriminate on the basis of race, religion, creed, color, gender, sexual orientation, age, physical challenge, national or ethnic origin, ancestry, or any other characteristic in the allocation of financial assistance. Churchill is committed to building and maintaining a diverse community.*



## **Financial Assistance FAQs**

### **Who can apply for financial assistance?**

Funds are available for families seeking initial admission/enrollment for the 2024-2025 school year. Funds are also available for students who were newly enrolled beginning with the 2020-2021 academic year and those enrolled in successive years. The Churchill School and Center imposes no income ceiling or minimum for families applying for financial assistance.

### **Should I apply for financial assistance?**

If you believe your financial resources are not sufficient to meet the cost of a Churchill School education, you are strongly encouraged to apply for financial assistance. Churchill utilizes an independent third party, FAST, to calculate a suggested need based on financial information provided by the family. FAST provides a common base by which each family's needs can be measured fairly and equitably.

### **Does applying for financial assistance influence the admission decision?**

No. The Churchill School does not use financial need as a consideration in determining a student's eligibility for admission. The admissions and financial assistance processes are separate and distinct. No decisions regarding financial assistance are made until a student is accepted.

### **How is financial need determined?**

Financial need is defined as the difference between the cost to attend The Churchill School and Center and a family's ability to pay. The results of the Financial Assistance Assessment are sent by FAST to The Churchill School and Center. FAST provides the school with a general recommendation regarding a family's ability to pay for education. Major factors in determining financial need include, but are not limited to, home

equity, supplemental income, payments to pension and retirement plans, discretionary spending, and lifestyle choices.

Regardless of marital status, The Churchill School and Center **requires** both parents to submit separate Financial Assistance Applications, tax information, and any other supporting documents that illustrate their financial situation. In addition, domestic partners, step-parents and non-custodial parents must also provide the same information. Consideration of the non-custodial parent will be based upon the belief that a parent's contribution to education is a reflection of the ability to pay, not the willingness to pay. If there are unusual circumstances regarding the family situation or financial standing, you are welcome to contact the Financial Assistance Committee for a personal conversation.

**How is financial assistance structured at Churchill? Can I receive financial assistance while pursuing funding from the Department of Education?**

Given that every child is entitled to a free and appropriate public education (FAPE) per the Individuals with Disabilities Education Act (IDEA), a family can receive financial assistance in the form of Connors funding. With this in mind, Churchill expects that families who are requesting financial assistance will pursue full reimbursement of tuition, as provided for via IDEA.

Churchill's Connors Enrollment Contracts are structured to enable families to pursue reimbursement while simultaneously providing support for the financial cost of our tuition. In this arrangement, the Enrollment Contract reflects an amount of upfront tuition owed by the family, determined by the Financial Assistance Committee, and the remainder of the full tuition rate as a balance that will be accepted as direct payment from the Department of Education (DOE), also known as Connors Funding, at the conclusion of the student's case.

For example - using the 23-24 tuition rate of \$72,500, a family receiving an assistance amount of **\$20,000** should expect to see a Partial Connors Enrollment Contract structured as below:

Deposit:	\$ 5,000 - due at Contract signing
November 15th	\$15,850 - upfront payment by family
January 15th	\$15,850 - upfront payment by family
April 15th	\$15,800 - upfront payment by family

May 31st **\$20,000** - will be accepted as direct payment from the DOE (Connors Funding). If your case is not resolved by May 31st, Churchill will extend the due date until resolution.

Families pursuing funding must provide written consent to the Churchill School to speak with their counsel/advocate, on an ongoing basis, for status updates. In addition, written updates from counsel/advocates are required simultaneously with the scheduled installment payment dates. It is the family's responsibility to ensure that these updates are provided.

**Is there a repayment obligation when a family receives financial assistance from The Churchill School and Center?**

Financial assistance enrollment contracts are designed to hold the DOE accountable for the amount of assistance awarded.

However, should you not be awarded full tuition at the resolution of your case, Churchill expects the award provided by the DOE to first be utilized to pay in full the outstanding balance of Churchill's Private Tuition. The family must remit the amount awarded to Churchill up to, but not exceeding, the amount of Financial Assistance provided by Churchill. See the examples illustrated below in which the DOE tuition awarded is equal and how it is applied to two different Churchill Financial Assistance amounts:

<b>Examples:</b>	<b>A</b>	<b>B</b>
Private Tuition =	\$72,500	\$72,500
Churchill Financial Assistance =	<u>\$50,000</u>	<u>\$20,000</u>
Family Out of Pocket Tuition =	\$22,500	\$52,500
DOE Tuition Awarded =	\$40,000	\$40,000
Remittance to Churchill =	\$40,000	\$20,000
Amount of Tuition Forgiven =	\$10,000	\$ 0
DOE Reimbursement Retained by Family =	NA	\$20,000

Churchill expects that families will make all upfront tuition payments according to the tuition payment dates established in the Enrollment Contract. Financial Assistance for successive years will be rescinded in the event that a family's financial obligation is not met.

Should the family not be successful in their pursuit of reimbursement and/or direct payment, the enrollment contract will be voided and an amended payment schedule may be considered at the sole discretion of the Financial Assistance Committee.

### **How do I apply for financial assistance?**

The Churchill School and Center requires families to complete a financial assistance application [through the FAST website](#). As part of this application, The Churchill School and Center requires that a copy of the prior two years' 1040 and W2 tax forms and supporting tax schedules (including K-1s if filed) be submitted. In addition, The Churchill School and Center may require recent pay stubs as well as documentation of other sources of income such as, but not limited to, social security payments, food stamps, public assistance, unemployment, child support, worker's compensation, etc. 2023 year-end tax forms due April 15, 2024, will also be required when filed. For details, please refer to our Financial Assistance Checklist & Timeline.

For specific questions about the FAST platform, [review the user manual](#), or contact FAST directly: [help@ismfast.com](mailto:help@ismfast.com) or 1-877-326-FAST (3278).

### **How soon should I apply for financial assistance?**

Because requests for financial assistance may exceed the funds available, it is important to apply as early as possible. Funds are allocated first to returning eligible students and then to financial assistance applicants who meet the deadlines outlined in the Financial Assistance Timeline. Financial assistance offers will be presented at the time enrollment contracts are extended.

Applications for financial assistance may be completed past the deadlines, and will be considered on a rolling basis. For priority consideration, please adhere to the deadlines below. While we strive to make a Churchill School education available to all qualified students, our financial assistance funds are limited. Applicants who have been accepted or currently enrolled eligible families who apply after the above deadline may be placed in a Financial Assistance Wait Pool. If funds remain available, Financial Assistance Wait Pool applicants will be reviewed on a rolling basis by the Financial Assistance Committee for a possible award.

### **What is the deadline for applying for financial assistance?**

**Returning** Parents/Guardians should submit their financial assistance application to FAST by **NOVEMBER 17, 2023**. **New families** should submit their application by

**JANUARY 10, 2024.** Families should refer to the Financial Assistance Checklist, provided below, for the documents required at the time of application. (\*Note that copies of the December 2023 tax returns (and all schedules) should also be sent directly to FAST by April 15, 2024.) The Financial Assistance Committee will notify families of decisions with their enrollment contract.

**Who makes decisions about financial assistance? Will this information remain confidential?**

Financial assistance is determined by demonstrated financial need and awarded by the Financial Assistance Committee. All names of students receiving financial assistance and all financial assistance amounts remain confidential.

**Who provides the funds for financial assistance?**

The Churchill School and Center funds all financial assistance. FAST does not make financial assistance decisions, nor does it provide the money for financial assistance.

**Can I appeal a financial assistance decision?**

Families who are denied financial assistance or have questions about their award may submit an appeal directly through FAST. Stating details that explain the concerns, the letter must be specific and contain new information that was not in the original financial assistance application. The new information must be quantified and documented. Appeals that do not include new information will not be considered. Only one appeal is allowed. Appeals must be submitted in the FAST system no later than May 1. Families who do not meet this deadline waive their right to appeal. All Financial Assistance Committee decisions regarding appeals are final. All communication is between the Financial Assistance Committee and the applicant's family, except at the request and sole discretion of the Financial Assistance Committee.

**Do I have to apply for financial assistance each year?**

Yes. Eligible families must apply for financial assistance annually. In order to be eligible for financial assistance, you must meet financial assistance criteria established by The Churchill School and Center and by FAST. A continued need must be demonstrated each year. While it is the goal of the Financial Assistance Committee to maintain funding consistently from year to year, the decision is always subject to current documented need and established criteria.

# Financial Assistance Checklist

- Admissions Application (if new)
- [Financial Assistance Application with FAST](#) (new & returning applicants)\*
- IRS Federal 1040, Schedules, including K-1s (if applicable) for 2021 (new applicants)\*
- IRS Federal 1040, Schedules, including K-1s (if applicable) for 2022 (new & returning applicants)\*
- IRS Federal 1040, Schedules, including K-1s (if applicable) for 2023 (new & returning applicants by April 15)\*
- W-2 Forms (unless self-employed)\*
- Copy of executed 2022-2023 NYC DOE Stipulation of Settlement (if applicable)
- Copy of draft/executed 2023-2024 NYC DOE Stipulation of Settlement (if applicable)

\* Separated, divorced parents, domestic partners, step-parents and non-custodial parents must submit these items.

# Financial Assistance Timeline - Returning Families

## OCTOBER-NOVEMBER

Returning families are given priority access to financial assistance funds. To be considered with priority status, submit a Financial Assistance Application by **NOVEMBER 17, 2023**, through FAST, [accessible here](#). This application will include your 2022 IRS tax forms, IRS schedules, and W-2 forms. If you have not completed your current year taxes, *please make sure to submit last year's taxes.*

Applications for Financial Assistance may be completed past this deadline, and will be reviewed on a rolling basis.

## JANUARY-FEBRUARY

Contracts will be delivered with financial assistance decisions on **JANUARY 10, 2024**. Fully signed contracts will be due on **JANUARY 24, 2024**.

## MARCH-APRIL

Submit IRS 2023 tax forms, IRS schedules, and W-2 forms.

*The Churchill School and Center makes every effort to help all eligible applicants. All awards are funded by Churchill. Awards are made only to students who qualify on the basis of financial need. The Churchill School and Center does not give athletic, arts, or academic scholarships. The Churchill School and Center adheres to the National Association of Independent Schools (NAIS) Principles of Good Practice for Financial Aid.*



# Financial Assistance Timeline - New Families

## FALL

Submit an Admissions Application before applying for financial assistance. Remember to check the box on the admissions application to indicate you are applying for financial assistance.

## NOVEMBER-DECEMBER

Submit a Financial Assistance Application by **JANUARY 10, 2024**, through FAST, [accessible here](#). This application will include your 2022 IRS tax forms, IRS schedules, and W-2 forms. If you have not completed your current year taxes, *please make sure to submit last year's taxes*. Applications for Financial Assistance may be completed past this deadline, and will be reviewed on a rolling basis.

## JANUARY-FEBRUARY

Families whose students have been accepted will receive their finalized Enrollment Contract with a Financial Assistance decision on **JANUARY 24, 2024**. Those families who receive an offer of acceptance prior to a Financial Assistance decision will have 10 business days after notification of the amount of financial assistance to execute their Enrollment Contract. After January 24, 2024, financial assistance decisions will be given on a rolling basis.

## MARCH-APRIL

Submit IRS 2023 tax forms, IRS schedules, and W-2 forms.

*The Churchill School and Center makes every effort to help all eligible applicants. All awards are funded by Churchill. Awards are made only to students who qualify on the basis of financial need. The Churchill School and Center does not give athletic, arts, or academic scholarships. The Churchill School and Center adheres to the National Association of Independent Schools (NAIS) Principles of Good Practice for Financial Aid.*