



# Manzano Day School

## Financial Aid Information

Manzano Day School requires all families applying for financial aid to file a Parents' Financial Statement (PFS), which is the official application provided by School and Student Services (SSS) in collaboration with NAIS. The PFS is submitted online along with a \$51 nonrefundable application fee. Please note that SSS will automatically apply a fee waiver for families that qualify. In addition, we require that a signed **copy** of the previous year's completed IRS 1040 tax form and all supporting schedules, plus W-2s and, if applicable, partnership/sole proprietorship and/or corporate returns, be uploaded online or mailed to SSS.

When completing the Manzano Day School admission application, there is an option to check "yes" if you are interested in applying for financial aid. Families that select this option will receive detailed instructions in late December on how to apply for financial aid.

### **FINANCIAL AID APPLICATIONS ARE DUE BY MARCH 1, 2020 FOR THE 2020-2021 ACADEMIC YEAR**

#### **The following policy applies to divorced/separated/non-custodial/unmarried parents:**

- Manzano Day School believes that parents have an obligation to pay for the educational expenses of their children to the extent that they are able. The Financial Aid Committee will consider the assets of all parents including never married, separated, divorced, non-custodial and step-parents before making any award. The Committee cannot be bound by the assertion that one parent has disclaimed legally or otherwise any responsibility for education expenses.
- If either parent has remarried, the Committee will also consider the income and assets of the step-parent, always bearing in mind the obligation of that step-parent to his or her own natural children.
- Requests for waiving this policy must be submitted in writing to the Financial Aid Committee.

#### **All information is confidential**

- Awards are need based and are made by the Financial Aid Committee only after a student is admitted to Manzano Day School. All information related to the parents' financial circumstances will be treated confidentially. These forms will only be used to arrive at a fair determination of financial need. If a student is neither admitted nor placed on the waiting list, the financial aid file is shredded.

#### **Awards**

- **The maximum financial aid award is 50% of total tuition based on demonstrated need and available funds.** Manzano Day School is a member of School and Student Services (SSS) which assists independent schools in determining a family's financial need. *The Report of Family Contribution (RFC) which is computed by SSS is reviewed by our Financial Aid Committee and serves only as a guideline in making financial aid decisions based on demonstrated need and available funds. The RFC report does not bind Manzano Day School to any specific award.*
- If a family, applying for financial aid, is not awarded the maximum award based on demonstrated need and the child cannot attend Manzano Day School, the \$500.00 registration fee will be refunded to the family. However, if the maximum award is offered to the family, based on demonstrated need, and the child does not attend, the \$500.00 registration will **not** be refunded.

***Please contact the Admission and Financial Aid Office at 243-6659 x401, for guidance in handling unusual circumstances.***