

AWS (AWS) Financial Policies for the 2024-2025 Academic

Update 5/21/24

1. Introduction / Overview / Important Dates

AWS utilizes the following programs to support the admissions, enrollment, financial aid, and billing processes. Please note the important due dates.

- **New Student Applications through *Snowman/DaySchool* (all year)**
 - New families submit an application through *Snowman/DaySchool* anytime throughout the year.
- **Financial Aid Applications through *Clarity* (priority deadline is February 6th, 2024)**
 - Families are invited to submit a Financial Aid Application through *Clarity* to be considered for Tier B or C tuition pursuant to our Tiered Tuition Schedule..
 - For currently enrolled families, The Clarity Financial Aid Application should be completed no later than December 1st of each year in order to ensure priority consideration for the next school year. New families should complete their Clarity Financial Aid Application within 7-10 days of acceptance so that their tuition agreement and enrollment can be finalized in a timely manner.
- **Enrollment Registration through *Snowman/DaySchool***
 - Re-enrollment for **Returning Students opens January 1st, 2024.**
 - Enrollment for **New Students opens January 16th, 2024.**
- **Tuition Agreements and Billing through TADS**
 - AWS utilizes TADS (www.tads.com) to manage our tuition agreements and billing.
 - Our goal is for **Tuition Agreements to be signed by May 15th, 2024.**
 - **First tuition payment is due July 5th.**
 - Fees charged by TADS are paid through the TADS website. Once enrolled, payment of all school fees and tuition is paid through TADS. Utilizing the TADS service ensures that personal information is secure and handled in a confidential manner.

2. Fees

Application Fee

A \$50 non-refundable application fee is due for each new student applying to AWS. The Application Fee amount is not adjustable and is only paid once.

Enrollment Fee - The Enrollment Fee is an annual non-refundable fee charged to all students. This fee covers administrative costs and must be paid before a Tuition Agreement can be created.

New Student Enrollment Fee:

- Bridge - \$225
- 3-day Nursery - \$400
- 5-day Mixed-Age Early Childhood-8th - \$500 Enrollment fee (Tier A)
 - \$445 for Financial Aid Applicants (\$55 credit)

*Returning Student Enrollment Fee if paid by **January 31st, 2024:***

- \$150 Re-Enrollment fee (Tier A)
 - \$95 for Financial Aid Applicants (\$55 credit)

*Returning Student Enrollment Fee if paid on or after **February 1st, 2024.***

- Bridge - \$225
- All Other Students - \$300 Re-Enrollment fee (Tier A)
 - \$245 for Financial Aid Applicants (\$55 credit)

If needed, the enrollment fee may be broken out into 3 consecutive monthly installment payments, with the first payment being due upon setup. To request a payment plan, contact businessmanager@ashevillewaldorf.org.

Other Fees

There are a number of additional fees for which a family may be responsible such as field trips, books, music, etc. These fees are part of your account balance and, therefore, are subject to a \$50 late fees as well as any Bank fees.

Families are also responsible for the replacement cost of any supplies, materials, facilities, or equipment that the student breaks, damages, or wastes.

3. Confidentiality and Tuition Agreements

All families within our school community are entrusted to maintain confidentiality regarding their personal financial matters, especially those related to financial aid arrangements. We kindly request that families refrain from discussing their financial information with other families or faculty members. This commitment to confidentiality fosters a culture of mutual responsibility and respect for every child and family within our school community.

The Business Committee is exclusively responsible for reviewing financial information, and they are dedicated to treating all sensitive data with the utmost confidentiality.

4. Tuition Assistance/Tiered Tuition

AWS uses a tiered tuition structure to achieve the following goals:

- To achieve long-term financial sustainability of our school;

- To create a more robust and fair financial aid system for all;
- To ensure continued accessibility to all families currently part of our school;
- To continue our progress in making Waldorf Education accessible to children of all socio-economic backgrounds.

This structure helps us collectively achieve these goals and intentions of sustainability and accessibility in alignment with the mission, vision, values, and strategic plan of our AWS community.

The School asks families to consider that the payment of tuition is not the purchase of a commodity; rather a contribution to the education of all the children. Hence, all families who demonstrate that they qualify for Tiered Tuition/Tuition Assistance are asked to contribute the most that they are able, so that all the children will have the best education possible as inspired by Waldorf Education.

All families who wish to be considered for Tier B or C tuition must submit a Financial Aid application through Clarity and supply all requested documentation. The Financial Aid application should be completed no later than Feb 6th and all documentation submitted no later than March 10th for priority consideration for Tier B or Tier C tuition.

AWS considers Tier B or C tuition when a family demonstrates need according to full disclosure of information on the Clarity application AND when the family has exhausted all other means of paying tuition. ***These other means include second jobs, optimizing employment, employment for previously non-working parents, selling items such as extra vehicles, boats, motorcycle, etc.*** Other means also include grandparents or relatives who can contribute to tuition payments.

Tier B or C tuition is not intended to support discretionary items such as after school activities, luxury items, a second home or investment portfolios.

Whereas AWS will make an effort to accommodate every family who wants to send their child(ren) to AWS, it may not be possible to accommodate every family's unique circumstances.

Financial Aid applications must provide financial information for all parties contributing to the welfare of the child.

Annual Tuition:

<u>Class</u>	Tier A Annual Tuition	Tier B Annual Tuition	Tier C Annual Tuition
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2-Day Bridge Class	\$4,300	-	-
3-Day Nursery	\$6,043	-	-
Half-Day Mixed-Age Early Childhood	\$11,480	\$9,184	\$6,880
Full-Day Mixed-Age Early Childhood	\$14,350	\$11,480	\$8,610
Grades 1 - 5	\$14,950	\$11,960	\$8,970
Grades 6-8	\$15,450	\$12,360	\$9,270

Payment of Tuition

Families may choose to pay tuition in one, two, or ten payments. **All families are required to complete their Tuition Agreement through TADS before their child may start school.**

Tuition Due Dates

The school offers payment options as noted below. Families who elect to participate in the 10-month payment plan must finalize their tuition agreement by June 20th, 2024 and must make their first payment by July 5th, 2024. Families who complete their tuition agreement after this deadline will be unable to participate in the 10-month installment plan.

- The first payment is due July 5th, 2024 for all payment plans.
- If paying in two payments, the second payment is due January 5th, 2025.
- If paying in 10 monthly payments, each payment is due on the 5th each month, beginning July 5, 2024.
- *TADS Charges a billing management fee for each tuition agreement created. The fee is \$20.00 if you elect a single installment option; \$40.00 if you elect a two-installment option, and \$58.00 if you elect the ten installment option. TADS charges additional fees for late payments, insufficient funds, ach/credit card payments and refunds. These fees are due directly to TADS and the school is unable to waive these fees.*

Note: Families that enroll their child(ren) within the first 30 calendar days from the first day of school, will pay the full tuition amount. Families that enroll their child(ren) after the first 30 calendar days from the first day of school, will pay a prorated tuition amount. The Application and Enrollment Fees are not adjustable and will be charged to all students regardless of when their enrollment is complete.

Sibling Discount

AWS is pleased to offer a sibling discount for those families that have 2 or more children enrolled concurrently at AWS and that fall into either Tier A or Tier B of our tuition schedule **(families who are awarded Tier C tuition are not eligible for the sibling discount)**. Families with 2 students will receive a 5% discount on the younger student. Families with 3 or more students will receive a 5% discount on the second oldest student and 10% discount for each additional sibling.

2 Students at AWS

Older Sibling Tuition - Paid in full
Younger Sibling Tuition - 5% discount

3 or more Students at AWS

Oldest Sibling Tuition - Paid in full
Older Sibling Tuition - 5% discount
Youngest Sibling Tuition - 10% discount

What to Do if Paying Late

Every endeavor should be made by the responsible party to pay tuition on time. However, in the event they know they will have difficulty making payments on time, the following steps should be taken:

- Email businessmanager@ashevillewaldorf.org to arrange a meeting with the Business Manager at least 10 days prior to your next scheduled payment. The purpose of the meeting will be to discuss the situation to see if it can be resolved to the satisfaction of all parties. If proactive action is taken the School will do its best to find a mutually agreeable way to work with the family. The family must have a plan for payment to present to the School.
- If a payment is five (5) days past due, and a new arrangement has not been agreed to (in writing), TADS will automatically assess a \$50 late fee and will notify the responsible party (parties) to this effect.
- If a payment is thirty (30) days past due, and a new arrangement has not been agreed to (in writing), the School will send a letter to the responsible party(s) to remind them of their obligation.
- If a payment is sixty (60) days past due, and a new arrangement has not been agreed to (in writing), the family will be required to keep the child at home. Please do not bring the child into school. If a child is brought to School despite this requirement, the class teacher is required to instruct the office personnel to contact the parents for an

immediate pick-up. In this situation tuition and fees are still due as if the child was in school but a return to School cannot occur until you have reached an agreement with the business office to resolve the outstanding balance. AWS wants to keep every family in the school community. We all appreciate the striving made by many families to give their child(ren) the gift of a Waldorf Education. Therefore, families are expected to be in contact with the School, if there is an interruption in meeting tuition payments.

All personal financial information is held as 'confidential' by the School, and is restricted to only those Board members and administrative staff specifically entrusted with it.

Returned Check Fee

There is a \$45 charge for all checks made directly to AWS that are returned. This fee is subject to change without notice. For checks made directly to TADS please see their policy on returned payments.

Proof of Payment

Parents are liable for proof of payment. Acceptable forms of proof include canceled checks, money order traces from the issuing agency, credit card statements, and school receipts (issued upon request for cash only). In matters of dispute, lack of proof of payment will be construed as non-payment.

Withdrawal of an Enrolled Child

Written advance notice must be made ten (10) school days prior to withdrawing an enrolled child. The notice must be provided in writing to the Admissions Director and Business Manager (admissions@ashevillewaldorf.org and businessmanager@ashevillewaldorf.org) and state the reasons for withdrawal and the anticipated last day of school. In the case of an emergency withdrawal or dismissal, parents or guardians are still required to notify the school of their intentions in writing. The Effective Withdrawal Date is ten (10) school days after the Admissions Director and Business Manager receive a notice.

In the event that a child is withdrawn during the school year a Withdrawal Fee will be charged equivalent to 25% of the remaining annual tuition applicable. In addition, all tuition up to and including the effective withdrawal date will be charged.

Changes in Program Choice

If parents or guardians wish to change their child's attendance commitment from one program to another, a 10-school day notice in writing is required. Changes will be made on a space

available basis.

Refunds

In general, all fees and tuition payments should be regarded as non-refundable.

The Business Manager will consider special circumstances if they are first presented in writing.

Arrears

No year-end reports, scholastic records, diplomas, or teacher references will be issued until all bills are paid in full. A student will not be permitted to enter or continue the program if fees are in arrears more than sixty (60) days.

Re-enrollment

Normally, existing students have priority over new applicants for the following year. However, the right to reserve positions is not applicable when more than 60 days of tuition is outstanding and debts are unpaid beyond the last day of school year, or if Enrollment fees for the new year have not been paid by the due dates.

In addition, a student will not be permitted to re-enroll until their account is paid up to-date.

Collections

Families are required to pay attorney or other fees incurred by the School in the collection of amounts due.

Parent-Child Class

All fees and tuition must be paid in full prior to the first day of the session. The Business Manager will consider special circumstances if they are first presented in writing.

5. Volunteer Contribution

Each family's volunteer contribution at AWS is an essential part of providing the optimal learning environment for our students. We ask that all families at AWS volunteer their services for fundraising, festivals and classroom support.

Volunteerism is not considered a trade for lowered tuition; it is expected from all families.

Volunteer work will include, but not be limited to: participating in the planning and work of

seasonal festivals, planning and organizing fund-raising projects, making toys and other items needed for classrooms, building playground structures, garden work to support class projects, and volunteering to provide transportation and support during nature-based learning days.

We look forward to sharing the joy of the tasks that the co-creation of AWS inspires.