FINANCIAL AID POLICIES AND PROCEDURES

For Students and Families

2020-2021 School Year
PART I. POLICIES

NEW STUDENTS
Upon acceptance to National Cathedral School by the Admission Committee, candidates for financial aid are referred to the Financial Aid Committee to determine need and a corresponding amount of assistance. Families must complete the financial aid application via TADS online and have submitted all required documents by Jan. 15 to be considered. The financial aid award will accompany the enrollment contract. If families wait until after acceptance to apply for aid, funds will likely not be available. Requests made after Jan. 15 will not be considered until all other awards have been made. All contracts are binding on June 1; final grant awards must be agreed upon by that date.

RETURNING STUDENTS
Since financial need is reevaluated each year for returning students, families must reapply each year. Current families should submit their financial aid application and all supporting documents by the Dec. 1 deadline. Any financial aid award will accompany the reenrollment contract. As long as the need for financial support remains, NCS strives to provide assistance. If a family’s ability to contribute to the student’s education increases, the level of assistance awarded will decrease accordingly. Conversely, if a family’s ability to pay tuition decreases, NCS will attempt to raise the level of assistance. NCS cannot guarantee that it will be able to meet a family’s demonstrated financial need, as limited funds are available. The financial aid committee is aware of financial pressures on families, however, and makes best efforts in each case.

STUDENT ACTIVITIES FUND
Limited funds are available to assist students who receive financial aid to help cover the cost of additional expenses (e.g., textbooks, extended day, test fees, educational evaluations, occasional school-sponsored travel). Families must request aid for these expenses when they are incurred. Aid for Lower School after-school enrichment classes is limited to one per trimester. International or equally expensive travel is limited to one trip per division. This means that a student may receive her financial aid percentage toward one large trip in Middle School and one in Upper School as the budget allows. Written requests for these funds must be directed to the Director of Admission and Financial Aid as the student applies for the trip. Funding for these trips will be allocated in the order of request received. However, juniors and seniors will have funding priority on all Upper School trips.

PARENTS ASSOCIATION FUNDS
The Parents Association has established a fund to assist students in participating in PA activities. For the sake of confidentiality, the fund is administered by the Office of Admission and Financial Aid. Please contact this office when requesting these funds.

FEES AND ENROLLMENT DEPOSIT
The Technology and Student Activities Fee and New Student Registration Fee automatically receive aid in the same percentage as tuition aid.

The Enrollment Deposit is due when the enrollment contract is submitted. The Enrollment Deposit is based upon the percentage of aid as follows:
- 0 - 25% aid - $1,000 deposit is due
- 26 - 50% aid - $750 deposit is due
- 51 - 75% aid - $500 deposit is due
- 76 - 98% aid - $250 deposit is due
SPECIAL CIRCUMSTANCES

Divorced, Separated, or Never-Married Parents: Financial aid is based on a family’s ability to meet the cost of an education at National Cathedral School. A family will be defined as consisting of any parent of the student with legal custody (sole or joint).

It is the position of NCS that divorced or separated parents have the obligation to contribute to the education of children for whom they have legal custody (sole or joint). NCS expects each parent to contribute as much as our calculations show they can afford, even if a divorce settlement stipulates a different amount. The unwillingness of one parent to be responsible for educational expenses means that the application for financial aid will be denied.

In view of this policy, it is necessary that all custodial parents and their current spouses, if any, submit financial information. The assets and earnings potential of a stepparent will also be considered, while bearing in mind the obligation of that stepparent to his or her own custodial children. Failure on the part of a parent to submit such information may jeopardize a student’s financial aid award. The Financial Aid Committee holds the responsibility for stewarding the school’s financial aid funds and must require transparent and honest financial disclosure.

Non-Working Parent: NCS believes it is reasonable to expect families to rely on their own resources, including the employment of both parents, once the youngest child in the household attends school for a full day. For families with older children making a choice not to work, the Financial Aid Committee will impute income for a non-working parent to the family’s total income.

Elective Reductions in Income: If one parent decides, voluntarily, to leave employment or take a salary reduction for a sabbatical, start a new business or career, or retire early when health is not a factor, NCS’s expectations regarding tuition payment for the family will remain the same. NCS does not allow more than $2,000 as an unusual expense for unreimbursed tuition for parental education.

Student Assets and Earnings: We do not include student earnings and personal savings in the computation of family financial need.

Education of Siblings: When evaluating the cost to parents of a sibling’s education, only the expense of such siblings through college (not graduate school) is considered.

International Students: NCS does not have funding designated for international students.

Business or Rental Depreciation or Loss: NCS may include ordinary depreciation or loss in calculating financial need.

CONFIDENTIALITY

All applications for financial aid are handled in the strictest confidence by the Financial Aid Committee. Key administrators who have a need to know may become aware of a specific family’s financial aid. Families are asked to keep the terms of their awards confidential and to discuss them only with the Director of Admission and Financial Aid.

A family may request reconsideration of a financial aid award only when its financial circumstances change significantly. In those instances, requests for reconsideration may be submitted to the Financial Aid Committee; typically, awards are not changed. Such a request may necessitate the provision of additional documentation.
Timing and deadlines are of critical importance; only completed files can be considered. Delinquency in submitting information jeopardizes a family’s being awarded financial aid, even if it received an award the previous year.

REQUESTING ADDITIONAL INFORMATION AND DISCLOSURE
NCS reserves the right to request additional supporting documentation. By completing the financial aid application, the family is stating that all information provided to TADS and to National Cathedral School is true and accurate. Should any misrepresentation of information provided to the Financial Aid Committee be discovered, NCS reserves the right to withdraw financial assistance at any time during the school year.

National Cathedral School values its rich diversity and does not discriminate on the basis of race, color, religion, age, disability, national origin, family structure, sexual orientation or other condition protected by federal or local law.

Date last revised: Oct 17, 2019
PART II. PROCEDURES

FA CHECKLIST

Financial Aid Process and Timeline
Financial aid grants are need-based and are determined by National Cathedral School, which uses TADS as its analytic reporting tool. (The TADS website is at www.myTADS.com.) All documents should be uploaded to the TADS web-site.

New Students:

Due by Jan. 15, 2020

• One-page signed acknowledgement of Policies and Procedures
• Completed online TADS application for financial aid and all required documents
• 2017 and 2018 1040s and W-2s. Include all applicable schedules (Parents who own private businesses or farms should submit complete business tax returns. Those with limited partnerships should submit a copy of the partnership return and the Schedule K-1)

Due by Jan. 30, 2020

• W-2s for both parents for 2019

Due by April 1, 2020

• Final, signed copies of 2019 Form 1040 returns

Current Students:

Due by Dec. 1, 2019

• One-page signed acknowledgement of Policies and Procedures
• Completed online TADS application for financial aid and all required documents

Due by Jan. 30, 2020

• W-2s for both parents for 2019

Due by April 1, 2020

• Final, signed copies of 2019 Form 1040 returns