

## Need Based/Need Blind

To be considered for tuition assistance, a family must fill out a tuition assistance application and submit tax forms for an assessment of financial need. A student's application for tuition assistance is kept separate from the admission process; the need for assistance is not a factor in the admission decision to the school. Families of students enrolled with tuition assistance must re-apply for assistance every year and show financial need to be eligible for continued tuition assistance.

## Important Dates & Deadlines

October 2, 2020

**Tuition Assistance Application Opens at [School and Student Services \(SSS\)](https://www.solutionsbysss.com/parents/)**  
(<https://www.solutionsbysss.com/parents/>)

November 20, 2020

### Early Decision Application for Admission Due

The early decision option is primarily designed to benefit families for whom Albuquerque Academy is their top educational choice.

December 7, 2020

### Tuition Assistance Application for Early Decision Applicants Due

Application and 2019 Tax Documents

January 29, 2021

### Regular Decision Application for Admission Due

February 22, 2021

### Tuition Assistance Application for Regular Decision Applicants Due

Application and 2019 and 2020 Tax Documents

### Tuition Assistance Application for Returning Families Due

Application and 2020 Tax Documents

April 15, 2021

### Tuition Assistance for Early Decision Applicants Due

2020 Tax Documents

## How to Apply

**Submit** your application by the deadline for your decision plan (Early or Regular Decision, Returning).

- Create an account at [School and Student Services \(SSS\)](https://www.solutionsbysss.com/parents/). (<https://www.solutionsbysss.com/parents/>)
- The SSS School Code for Albuquerque Academy is 1180.
- Complete the Parent Financial Statement (PFS) and submit the \$60 application fee. Fee waivers are available.
- Before completing the application, carefully read all instructions. Any omission on the application could result in an incomplete application file\* and/or a delay in awarding financial aid.

**Upload** required prior year tax documents for you and your spouse to School and Student Services (SSS) by the deadline for your decision plan.

- Early Decision: 2019 W2s, tax returns, and schedules
- Regular Decision: 2019 and 2020 W2s, tax returns, and schedules
- Returning Families: 2020 W2s, tax returns, and schedules
- Any additional documents requested by SSS or Albuquerque Academy Tuition Assistance Office
- Files with missing documents at the deadline are considered incomplete\*

**Confirm** on the School and Student Services (SSS) website that all required materials have been received.

- If required documents are not available, notify the Tuition Assistance Officer before the deadline and provide an explanation.

**For Early Decision students admitted with tuition assistance, upload** 2019 W2s, tax returns and schedules by April 15, 2021.

**\*Note:** Applications with missing documents are incomplete and will not be considered as awards are allocated. Check your email frequently to ensure you comply with all requests.

## Questions?

Emily Kienzle

Financial Assistance Officer

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# Frequently Asked Questions

**What is tuition assistance?** It is a monetary award given to a family to help cover their child's Albuquerque Academy tuition. All tuition assistance awards are based on financial need and do not require repayment. *Tuition assistance is not intended to subsidize a family who has intentionally chosen a lifestyle that decreases their overall financial capacity and ability to pay tuition expenses.*

**What costs does tuition assistance cover? What does it not cover?** Assistance covers tuition, lunch, required course materials, and textbooks purchased from our bookstore. It also covers some or all of the cost of some school trips, a calculator, and a laptop for students in grades 8-12. Parent association dues, tuition refund insurance premiums, and supplies are not covered and can be expected to cost between \$250 and \$350 annually.

**How is tuition assistance eligibility determined?** By analyzing the family's financial information and required tax documentation as submitted in the application, School and Student Services (SSS) recommends an expected family contribution, the amount the family should be able to afford for tuition expenses. The family contribution, any extenuating circumstances of the family, and Albuquerque Academy's tuition assistance policies are all considered to determine a proposed assistance award amount for each student.

**How is tuition assistance awarded?** Assistance is awarded to students whose families apply and qualify for assistance the year they are accepted for admission. After admissions decisions are made, the Tuition Assistance Committee meets to prioritize award recipients based on the strength of their admission profiles. Typically, children who are selected to receive assistance are ranked among the top students accepted for admission. Children can be admitted and qualify for assistance, yet still not receive an award because of their relatively lower rank within the admitted-student pool. It is our goal to award 100% of the amount for which the admitted student qualifies.

**What is the average income of a family that qualifies for assistance?** Providing such a number would not accurately convey who is served by our program. Grants are awarded to families across a wide range of income levels. Although income is the primary driver of financial need, factors such as assets, debt, family size, and number of children in tuition-charging schools also figure into the calculation.

**What happens in cases of divorced, separated, or never-married parents and blended families?** Both parents, and their current spouses and/or partners, if any, must submit separate assistance applications and prior-year tax forms. If extenuating circumstances exist, the

custodial parent may request that the requirement for the assistance application from the child's non-custodial parent be waived.

**Must both parents be fully employed to receive tuition assistance?** Although parents are not required to be fully employed, they do have the primary responsibility to pay tuition. Parents are expected to fully use all family resources before assistance funds are awarded. The ability to work is a resource almost all parents have. We expect a minimal level of income, equal to one full Academy tuition, from each parent. If a parent earns less, then an income equal to one full Academy tuition is attributed to that parent in the calculation of family contribution and proposed grant. Exceptions are granted to parents with a disability, caring for preschool child or disabled dependent, and of retirement age.

**Are there special instructions for families who have multiple children applying for assistance?** Parents only need to file one assistance application for all children applying for tuition assistance.

**When will we know if we received a grant?** Tuition assistance decisions for new applicant families will arrive electronically on the same day you receive your child's admission decision. Most returning families currently receiving assistance will be notified of their upcoming-year awards in mid to late April.

**If we receive tuition assistance, will my child receive a similar grant in future years?** It depends. As long as s/he remains continuously enrolled at our school, we plan to renew your child's tuition assistance each year according to financial need as determined through SSS and our own policies. Changes in income, net worth, family status, and the number of children at tuition-charging schools may result in an increase or decrease in an award amount from year to year.

**What should I do if my financial situation changes?** Please contact Emily Kienzle in the Tuition Assistance Office for action items needed to request a change in your assistance.

**Who sees our family's tuition assistance application and required documents?** Only staff in the Tuition Assistance Office has access to the applications. Each student's tuition assistance status is kept confidential at all times. All documents are stored securely on the SSS server and in locked files.

*Albuquerque Academy is an equal opportunity environment. It is our policy not to discriminate and to comply with all applicable state and federal laws prohibiting discrimination in our admission and education policies, financial assistance programs, athletic programs or other administered activities based on race, color, sex, sexual orientation, gender identity, gender expression, creed, religion, national origin, ethnicity, disability, or other applicable protected classification.*