



Tuition Assistance Policies and Procedures

Effective February 2021

1. All tuition assistance is based on a family's demonstrated financial need; the school does not award merit scholarship based on academic, athletic, or other student talents or achievements.
2. **For returning students**, an enrollment packet and enrollment fee for upcoming school year must be submitted before a tuition assistance application will be accepted. Upon request, the enrollment fee will be refunded if tuition assistance is not awarded and the family chooses to withdraw from school.
3. **For new applicants**, an application packet and application fee for upcoming school year must be submitted before a tuition assistance application will be accepted. If the Admission Committee accepts the new student and makes an offer of enrollment, the tuition assistance committee will communicate the assistance award decision prior to the new student completing enrollment. Application fees are non-refundable.
4. The school keeps all tuition assistance information confidential; it is requested that applicant families also honor that confidentiality.
5. Tuition assistance awards are for one school year; assistance awards will be prorated if awarded after the school year begins.
6. A new tuition assistance application must be completed each year, even if the family received tuition assistance the previous school year. The school does not hold funds in reserve for families who received tuition assistance the previous year.
7. The school begins issuing tuition assistance awards in March as funds permit. Short term financial emergencies that arise during the school year will be handled on a case by case basis for enrolled families, depending on available reserve funds.

Tuition Assistance Instructions

Deadline: March 11 for 1st round decisions for 2021-22 school year

1. **Beginning February 1** of each year, applicants will submit the following documentation to the School Business Office **no later than March 1 (March 11 for 2021-22)**. Documentation may be delivered in person in a sealed envelope (marked confidential) or emailed to SchoolBoard@twmc.org.
 - A completed tuition assistance application
 - Applicant's two most recent bank statements for all financial accounts, as well as any documentation that supports your tuition assistance application
2. Applications will not be accepted prior to February 1 each year.
3. Applications are reviewed and award decisions are made by the Tuition Assistance Committee of our School Board.
4. New student applicants will be emailed as to the decision of the Tuition Assistance Committee prior to accepting enrollment offers. Returning student applicants will be emailed award decisions in March.
5. Applications received after the first-round deadline will be processed first come, first served, as funds permit.