



## REQUIREMENTS FOR TUITION ASSISTANCE APPLICATION & ACCEPTANCE

Before applying for tuition assistance at St. Mark's Montessori School, please read these requirements and if you have questions about any of them, please ask. Should your child be accepted into St. Mark's Montessori School on the Tuition Assistance Program, you will be accepting the following requirements as part of the Tuition Assistance package.

Parents and other family members must be supportive of the Montessori method, as demonstrated by:

1. Child staying in the program through his/her kindergarten year
2. Regular attendance in class – your child must arrive promptly each day; more than two unexcused absences per month, without advance consultation with the Director, may be cause for dismissal from the Tuition Assistance program.
3. Participation of the parent in parent/teacher conferences.
4. Re-enforcement at home of concepts and skills acquired in the classroom.
5. Adherence to school policies as outlined in the Parent Information Booklet.
6. Timely payment of tuition and other fees as outlined in the Parent Information Booklet.  
**Changes in family income must be reported promptly and may result in a change in tuition.** New application must be filed yearly. Regular tuition discounts do not apply.
7. The Tuition Assistance Committee periodically reviews our Tuition Assistance Program and may require current and/or additional information. The Committee may also reassess a family's qualification for the Tuition Assistance.

Any child attending St. Mark's Montessori School must be able to adapt to and thrive in a school setting and have the potential to benefit from a Montessori environment. While fluency in English is not required, English will be spoken in the classroom.

At least one parent must make an appointment to observe in a classroom and tour the school before the application is filed.

By signing this document, I am agreeing to all of the above requirements for the Tuition Assistance Program being offered by St. Mark's Montessori School.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Date

St. Mark's Montessori School does not discriminate because of race, sex, color, or national origin. All information received in the application is confidential, known only to the Director, Administrative Assistant and Tuition Assistance Committee.



## TUITION ASSISTANCE APPLICATION INSTRUCTIONS

1. Read all instructions carefully. If you have any questions, please call the school to speak with the Director or the Administrative Assistant at 703-451-4470.
2. Please complete the entire application and sign. The application must be signed by the adult applying for tuition assistance.
3. All members of your household must be entered, whether they get income or not. Include yourself, the child you are applying for, additional children, spouse, grandparents, and any other related or unrelated people living in your household. Use the back of the application if you need more space.
4. Write the amount of income each household member usually receives each month, before taxes or anything else is taken out, and where it comes from – welfare, pensions, child support, etc. To figure monthly income if you get paid more than once a month: multiply weekly income  $\times 4.33$ ; multiply income received every two weeks  $\times 2.15$ ; multiply income received twice a month  $\times 2$ . Contributions of a parent not living in the child's home but who contributes to the child's upkeep must be entered on the form as well.
5. Please provide a copy of your most recent tax return with the completed application form.
6. The Tuition Assistance Committee may require additional financial documentation to support your application.
7. All information provided on this application is confidential and will be used only by St. Mark's Montessori School.



## TUITION ASSISTANCE APPLICATION

1. Print name of child for whom the application is made						
Last name		First name		M.I.	Date of Birth	
2. Household Members and Incomes						
<i>List all adults and children in household</i> (Last, First, M.I.)	Age	Monthly Income (Before any Deductions)		Monthly Child Support, Alimony, Worker's or Unemployment Compensation/Welfare	Monthly Payments from Pensions, Retirement, Social Security, Strike benefits	Other Income received each month
		First Job	Second Job			
		\$	\$	\$	\$	\$
Total Number of Household Members:						
3. Non-Household Member contributions:						
Last Name:			First Name:			
Relationship to Child:			Monthly Contributions:			
4. I certify that all of the information on this application is true and correct and that all income is reported. I understand that this information is being given for the purpose of applying for a St. Mark's Montessori School Tuition Assistance grant; that school officials may verify the information on the application; and that, if false information is knowingly reported, this application will be considered null and void.  An adult must sign the application before it can be approved.						
5. Signature of Parent or Guardian				Date		
Printed Name		Home Phone	Work Phone		Street Address	
<i>Office Use Only</i>					City, State	
<i>Date Received:</i>		<i>Initials:</i>			Zip Code	

**All information provided on this form will remain confidential**