

**Policy Title:** Draft Tuition Adjustment Policy

**Date Created:** March 9<sup>th</sup>, 2009`

**Review Date:**

**Policy Number:** Bus-3

**Body of Origin:** Finance Committee

**Review Authority:** Finance Committee, Tuition Adjustment Committee, Board

**Purpose:** To provide fair tuition assistance to all qualifying families in a way that is financially sustainable for the school.

**Policy Details:**

1. The total amount given in tuition assistance will not exceed 30% of projected gross tuition revenue. Gross tuition revenue is defined as being the total projected enrollment multiplied by full tuition amount.
2. The minimum contracted tuition per family is 10% of the poverty level. (Currently the poverty level is \$24,000 making minimum family tuition \$2,400).
3. Tuition Assistance Criteria:
  - FACTS reported amount able to pay
  - Family estimate of amount able to pay
4. Tuition Assistance Process:
  - If family estimate of amount able to pay is equal to or greater than FACTS amount able to pay, family offer will be family's tuition.
  - If family's offer is less than FACTS estimate of amount able to pay, family must meet with Tuition Adjustment committee for further discussion of financial situation.
    - Factors considered by tuition adjustment committee will include specifics of family financial situation including retirement savings, car and house payments and other lifestyle choices.
    - Under reported income and over reported expenses will also be considered.
  - Tuition adjustment will review all requests and divide available amount of tuition assistance among requesting families.
5. Families requesting any modification of above process can appeal to the board for review of their situation.

**Related Procedures and References:** Order of Business Office Discounts Policy (Business Office-4)