

Los Encinos Tuition Assistance Guidelines

The Los Encinos School Board of Trustees has adopted the policy of funding most of the school's annual operating expenses with tuition dollars. While recognizing that some sacrifice is appropriate for something as crucial a child's education, the Board also understands that the cost of an independent school education may be more than some family budgets can accommodate. As a school that values diversity, equity, and inclusion, Los Encinos uses the Tuition Assistance Program to ensure that we are a socio-economically diverse community. Thus, funds have been devoted to tuition assistance for the 2022-2023 academic year for need-based tuition assistance.

Los Encinos Tuition Assistance Policy

LOS ENCINOS SCHOOL TUITION ASSISTANCE POLICY

While the availability of school resources, the number of qualified applicants, and overall budgetary constraints influence tuition assistance decisions, Los Encinos is committed to making tuition assistance awards available to as many eligible applicants as possible. In an effort to make the process fair to all, Los Encinos considers the following when making award decisions.

- I. Tuition assistance is awarded to families who demonstrate financial need as determined by the Tuition Assistance Committee using [FAST](#) – a tuition assistance analysis service.
- II. In allocating available aid, renewal of tuition assistance is given first priority. Existing families who have a documented change in circumstances are the next priority, after which new family applications are considered.
- III. The primary responsibility for financing a student's education rests with the family. Los Encinos School believes a family should invest in their child's education before elective expenses, for example, secondary home ownership, club memberships, and expensive car leases/purchases.
- IV. Both parents are expected to contribute to tuition. If a parent chooses not to work, Los Encinos School imputes an annual income for a non-working parent. Each family is expected to pay a non-refundable deposit as well as the cost of extracurricular activities.
- V. In the case of divorce or separation, Los Encinos School requires both parents to file an application for financial assistance. Los Encinos School is not bound by any divorce agreement specifying a parent's responsibility for educational expenses, nor the assertion of one parent that they are not responsible for educational expenses. The Tuition Assistance Committee requires financial disclosure of all parents regardless of status by which they have filed their taxes, including both natural parents as well as any step-parents where a divorced parent has remarried. Same is true for civil unions as well as "common law" couples. Custody arrangements don't have much of a bearing on aid eligibility as we consider all parents to share responsibility for the child's development and educational success.
- VI. It is Los Encinos School policy not to extend tuition assistance offers before families have submitted all required paperwork to FAST, whether reenrollment contracts or new contracts. Submitting required paperwork late could result in loss of tuition assistance.
- VII. Decisions to grant tuition assistance awards are made independently of admission decisions.
- VIII. Only the Tuition Assistance Committee is privy to the confidential financial information submitted with a request for tuition assistance.
- IX. Los Encinos School admits students regardless of race, religion, ethnicity, color, national origin or economic background.

Los Encinos Tuition Assistance Procedures



LOS ENCINOS SCHOOL TUITION ASSISTANCE PROCEDURES

In order to allocate resources wisely and fairly, Los Encinos School has enlisted the help of Independent School Management's Financial Aid for School Tuition (FAST) program. ISM's FAST does not decide whether tuition assistance will be given or how much to give; rather FAST provides a need-based tuition assistance analysis service. FAST provides the school with a report, which includes a recommendation of what a family should reasonably contribute toward tuition. All information from FAST is kept confidential.

1. Access the [FAST Program website](#) (specifically for Los Encinos School applicants beginning December 1, 2021). All your financial information should be entered directly through the secure server. Space is also provided to fill out additional information that may be pertinent to your application. (<https://www.ismfast.com/FastPage.php?id=fd3bd7a82a40c8bff00284c21ae84e6f>)
2. A copy of your most recent tax forms, W-2's, etc. (see checklist for all items) needs to be submitted (by scan or mail) directly to FAST.
3. There will be a fee of \$48 required by FAST to process your application.
4. You may be contacted by Nicole Pennington from Los Encinos School, if additional information is needed.
5. Once your application is complete, the Tuition Assistance Committee can access your information. The Tuition Assistance Committee then meets to review each family's completed online application. The Tuition Assistance Committee recommends to the Head of School the allocation of tuition assistance resources for the next school year. Upon approval by the Head of School, tuition assistance offers are sent to families.

Los Encinos Tuition Assistance Awards

- **Returning students will receive a Tuition Assistance Re-Enrollment Agreement in February 2022. Agreements must be returned by the due date or assistance packages may be released for re-allocation.**
- **Tuition assistance award letters for *new students* will be sent with admissions decisions in March 2022.**

Los Encinos Tuition Assistance Required Document Check List

Once you have completed your online application with FAST, you will be directed to upload your documents. For your initial document submission you upload the documents listed below. **Social security numbers on all documents may be blacked out.** Additional documents may be requested at the time your application is reviewed. (Submission of documents earlier than the deadlines below when possible is appreciated.)

The following School Requested Documents must be received by FAST (via upload or mail) by January 18, 2022:

- Your last or most recent paystub for **each employer** for the **2021** year. If you are receiving unemployment or disability compensation, please send statements from these sources.
- Your 2020 Federal Tax Return(s) 1040, 1040A, or 1040 EZ. Send a **complete copy with all schedules** (A, B, C, D, E, etc.). Please do not send worksheets. (even if previously submitted)
- A current copy of your mortgage statement, home equity statement, or rental agreement.
- Documentation for Alimony and/or Child Support – court order or check copy.
- IRS form 4506T. (leave the year / period requested blank) (download from IRS website)

The following School Requested Documents must be received by FAST (via upload or mail) by February 22, 2021:

- All W2's for **2021**. (early submission appreciated)
- 1099's for Employment, IRA, Pensions/Annuities (Unemployment compensation, and Cancellation of Debt) (early submission appreciated)
- 2021** Federal Tax Return – 1040, 1040A, or 1040 EZ. Send a **complete copy with all schedules** (A, B, C, D, E, etc.). Please do not send worksheets.
- 2021** State Tax Return – CA Form 540 or comparable form from other states, if applicable.
- All **2021** Business Tax returns, such as a K1 for partnerships and an 1120 for Corporations owned 25% or more.

During the review process, FAST or Los Encinos School may require the submission of additional documents.

Awards granted will be contingent upon receipt of above listed items. Discrepancies will be evaluated and awards may be adjusted if deemed appropriate by the Tuition assistance Committee. Failure to submit these items will result in the award being rescinded. Any exceptions must be approved by the Tuition assistance Committee.

Upload items as instructed in your FAST application. If you choose to mail documents, do not send originals, as FAST cannot return these items. Mail one week before the deadline to allow time for processing.

Faxed information cannot be accepted. You will receive an email confirmation when your application and documents have been received by FAST. **Complete** application packages, including all requested forms, will be processed. **Incomplete** packages will **not** be processed.

DO NOT FOLD, BEND, OR STAPLE PAPERWORK MAILED TO FAST. SEPARATE WITH PAPERCLIPS OR STICKY NOTES.

You must put “Los Encinos School” on the front of the envelope under your return address. Be sure to include student's name on all documents. **Mail To: FAST Processing, 2207 Concord Pike #417, Wilmington DE 19803. Questions? Call FAST at (877) 326 3278**