



Snake River Montessori School
nurturing potential

Preschool Kindergarten Elementary
2970 E. 1st Street Ammon, ID 83406 (208) 524-4730

POL -13 Rev. 02

Scholarship/Tuition Assistance Policy

Purpose

The purpose of the SRMS Scholarship/Tuition Assistance Fund is to provide tuition assistance.

Responsibility

The Board of Directors has sole responsibility for review and approval of this policy. A review shall be performed within three (3) years of the date of the last review. The Board of Directors is authorized to recommend changes to the procedures as appropriate to execute this policy with approval from the Scholarship Committee.

Description

The SRMS Scholarship Fund is a non-endowed Philanthropic Gift Fund set up to provide tuition assistance to families in need.

Approval

Virginia Wright
President of the SRMS Board

Airica Staley
Secretary of the SRMS Board

Date Approved: November 11, 2015
Effective Date: November 30, 2015
Expiration Date: November 2024



Scholarship/Tuition Assistance Procedure

SRMS Scholarship/Tuition Assistance Fund

The SRMS Scholarship/Tuition Assistance Fund will be maintained by the Idaho Community Foundation in a Philanthropic Gift Fund.

Scholarship/Tuition Assistance Committee

The Committee shall consist of three members. The Committee shall consist of one administrative staff person, a non-parent board member, and a person not currently affiliated with the school. The Board of Directors will oversee the committee. Members will be chosen by March 15th.

Duties of the committee include:

- Establish the scholarship/tuition assistance amount for the year
- Ensure the program is well announced
- Select the scholarship/tuition assistance awardees
- Allocate the amounts to be awarded to each recipient.

Scholarship/Tuition Assistance Award

The Committee will determine the coming year amounts by March 31st. The Committee has sole discretion in determining the amount and number of awards to be made.

Announcement

The opportunity to apply for the Scholarship/Tuition Assistance Award will be announced in one March school newsletter and shall be posted on the school website. It will also be mentioned in the open enrollment advertisement. The announcement will indicate the total scholarship/tuition assistance amount available and the process to apply.

Eligibility

Families who have been enrolled at Snake River Montessori School for one or more years are eligible to apply for scholarship/tuition assistance. Only fully registered families who have already paid their registration fee and program deposit may apply.

Families that are deeply committed to the success of the school and their child(ren)'s academic success will be given preference when competition for scholarship funding exists. Evidence of such commitment will include demonstrated commitment to

Montessori teaching methods and the sense of community at Snake River Montessori School. They must be in good standing with the school (including a history of payment of tuition and fees on time, performance of service hours, and attendance at parent education sessions).

Families must submit more than one application if assistance is sought for more than one child. Families may apply for multiple years in a row. They may not be considered for an award more than two years in a row.

Application

The application package will be accepted thru April 15th. The package will consist of a copy of the applicant's two- page 1040 Federal income tax return and responses to questions listed on an application form. If a family is assisted by another party in paying tuition, that party's income tax return is required as well. A separate application is required for each student for which tuition assistance is sought. All submitted application packages will be kept by the Head of School in a locked location and will not be available for public review. Income tax forms will be shredded after the Scholarship/Tuition Assistance Committee has completed its selection process.

Selection

The Committee will meet before the end of April to determine the recipients and the award amounts. Selection will be determined by unanimous agreement of the committee. The results of the selection process (number and level of awards) will be shared at the next Board meeting for review prior to the announcement. Families will be notified of the selection committee's decision in writing immediately following the Board meeting. All determinations will be treated with confidentiality.

Disbursement

The Award will not be given directly to the recipients. The recipient's monthly bill will be reduced by the scholarship/tuition assistance amount. Recipients are expected to pay their tuition on time, attend required school meetings, and to provide the required service hours. If these conditions are not met then the Committee has the right and authority to remove the scholarship/tuition assistance and award it to another applicant.

Mid-Year Concerns

If families require assistance mid school year, the administrative director will advise the selection committee for consideration.



SRMS Scholarship/Tuition Assistance Application 2016-2017

STUDENT INFORMATION		
Student Name:	Age:	Program:
Parent Name(s):		
Address:		
Home Phone:	Mobile Phone:	Email Address:

A. With what source of funds do you pay your child's tuition? Please check all that apply:

- ☐ Individual/family income
- ☐ Trust fund
- ☐ Assistance from others

Please provide a signed copy of your most recent federal income tax return. If another party assists in paying your child's tuition, please include a copy of that party's income tax return as well.

Please include only the first two pages of Form 1040. All tax forms will be shredded after consideration during the Scholarship/Tuition Assistance Committee's selection process.

B. Please take the time to thoughtfully respond to each of the following questions (provide 100 to 200 words for each question). Other families will be applying as well, so please make the case for why your family is worthy of assistance. Please attach your responses to this application.

1. What are your educational goals for your child? How long do you intend to have your child in our program?
2. Why do you want your children to have a Montessori education?
3. Why do you require tuition assistance? How long do you anticipate you will need help?
4. How do you and your family contribute to the school? Include in your response a description of how you have provided your service hours this past year and your plans for your service hours this coming year? (Please be aware that PTO hours do not count towards your service commitment.) Do you regularly attend parent education nights?

Please note that if tuition assistance is sought for more than one child, you must submit more than one application.

I have read and understand the Scholarship/Tuition Assistance Policy and Procedure:

Signature
Date