ST. ANDREW’S
EPISCOPAL SCHOOL

Financial Assistance Manual
Applying for the 2022-23 Academic Year
Mission and Philosophy

St. Andrew's Episcopal School Mission Statement
The mission of St. Andrew's Episcopal School is: “To nurture a diverse community in the Episcopal tradition, fostering spiritual growth, moral responsibility, academic excellence, and artistic and athletic pursuits, while preparing for a life of service to our community and the world.”

St. Andrew's Episcopal School Financial Assistance Policy
Based upon the belief that a diverse student body adds important breadth to the educational experience of all its students, St. Andrew's Episcopal School maintains a substantial commitment to providing financial assistance to families who demonstrate financial need. While there is an expectation of some tuition contribution from all families, no family should assume that a St. Andrew's education is out of reach solely for financial reasons. Need-based financial assistance provides qualified students access to the education offered at St. Andrew's in the form of a tuition reduction grant. Grants are disbursed by direct credit to the student's account under the selected payment plan. The school's policy for determining the financial need of students is based on the principle that both parents are responsible for the support and educational expenses of their children to the extent that they are financially able to assume that responsibility. This principle applies to all parents including those who are separated or divorced. Remarriage of either natural parent creates a new family unit with new relationships. Since the natural parents still have a parental obligation, the income and assets of the entire new family unit have a bearing on the natural parent's ability to contribute to the educational expenses of the children. While prenuptial and/or divorce agreements are carefully considered, they do not bind the financial assistance committee.

Policies

School and Student Services (SSS)
St. Andrew's is affiliated with the School and Student Service for Financial Aid (SSS). SSS works with more than 2,500 schools across the United States. SSS analyzes the information families provide regarding their financial position and, using a standard method of computation, makes a recommendation as to the dollar amount a family should be able to contribute toward tuition. The Financial Assistance Committee at St. Andrew's Episcopal School then decides on the size of the tuition grant. Complexities and unusual
circumstances of each family situation are acknowledged and considered by the Committee in its final decision. A primary goal of the St. Andrew's Financial Assistance Program is the fair and equitable distribution of the limited Financial Assistance funds available.

Need-Blind Admission Decisions
Applicants for admission to St. Andrew's are accepted based upon a student's qualifications, without regard to potential financial need. Some accepted students might be placed on a waiting list for financial assistance if the available funds have been awarded. No applicant will be denied admission to St. Andrew's because of financial need. Students are accepted to St. Andrew's by demonstrating that they will contribute ability, commitment, and compassion to the School, while financial assistance decisions are made based on a family's financial need and St. Andrew's financial assistance budget.

Limit of Financial Assistance
Within the limits of available funds, St. Andrew's Episcopal School seeks to provide financial assistance grants to all qualified students. In the Upper School, rarely will a student be granted assistance more than 80% of the combined tuition and consolidated fee; in the Middle School rarely will a student be granted assistance more than 66% of the combined tuition and consolidated fee; and in the Lower School rarely will a student be granted assistance more than 50% of the combined tuition and consolidated fee.

Need-Based Financial Assistance
Financial assistance at St. Andrew's Episcopal School is awarded based on a family's demonstrated financial need. The purpose of the financial assistance program is to remove financial barriers, not to create financial enticements.

Recipient Standards
Recipients of financial assistance are not subject to special standards or other requirements that would treat them unequally or stigmatize them. They are expected to meet the same standards of performance that all other students are expected to meet. To be eligible for financial assistance and to continue to receive assistance, students must demonstrate financial need, remain enrolled at St. Andrew's Episcopal School, and meet all current financial obligations to the School.
Cancellation of Awards
St. Andrew's Episcopal School reserves the right to review and revise or cancel awards at any time due to changes in financial status, the discovery of incorrect or falsified information, or errors in the determination of need and eligibility for assistance.

Withdrawal from School of Financial Assistance Recipient
Should it become necessary for a student to withdraw from school for any reason, the remaining pro-rated amount of grant, not credited to the student's account will revert to the Financial Assistance budget. Any refund of payments made will be based on the withdrawal policy of St. Andrew's Episcopal School.

Meeting Individual Need
If the cost of a St. Andrew's education is beyond one's means financially, a parent should apply for financial assistance. Income may not preclude the possibility of assistance because other dependents, tuition costs, medical expenses, or some extraordinary financial burdens are considerations. The entire process is confidential.

Financial Assistance Waiting List
Despite St. Andrew's Episcopal School's strong commitment to its financial assistance program and to enrollment of a diverse student body, there is always the possibility the number of accepted applicants who qualify for need-based assistance will be more than the financial assistance budget can accommodate. Therefore, some students may be admitted by the Admission Office and placed on a financial assistance waiting list. As funds become available from the declination of a financial assistance grant or withdrawal of a student previously granted financial assistance, students on the waiting list would be considered for grants.

Incomplete and Late Financial Assistance Applications
Incomplete and late Financial Assistance Applications received after December 1, 2021, will be placed on a waiting list to be considered for grants, as funds become available. Families whose completed application and/or documentation is received after this deadline and qualify for financial assistance will be granted reduced awards if funds are available.
Grandparents Contribution
Parents are expected to contribute according to their means, considering total income, assets, number of dependents and other appropriate information. Although grandparents occasionally contribute toward educational expenses, SSS does not provide a means for requesting specific financial information from grandparents.

Child Care/Day Care
Employment-related child care/day care expenses can be considerable. To reflect the high cost of child care and the small amount of child care reflected in the Income Protection Allowance, the Parents’ Financial Statement (PFS) have parents include the number of children in the family who will be attending full-time child care in addition to the number of children attending tuition-charging preschools, schools, or colleges. The PFS also has been revised as well to collect the actual cost of childcare expenses.

Housing Allowance
The financial need of families who receive free housing, such as members of the military and the clergy, will be adjusted because these families are able to use all their adjusted effective income for other expenses, whereas other families must devote a significant portion of that income to housing.

Concept of Recalculation
The family contribution calculated by SSS is not “law”; rather, it is a guideline to be used in conjunction with the school’s financial assistance policy, the review of family tax returns and cost of living adjustment.

Cost-Of-Living Difference
A national average for cost of living, as reported by the Bureau of Labor Statistics, is used in computing a family’s contribution for education. Recognizing that in certain areas of the country the real cost of living is higher or lower than the national average, the school will adjust the financial need analysis that reflects these regional differences. The geographical cost-of-living index for Jackson, Mississippi for 2021-22 processing year is 0.87.

Returning Students Requesting Assistance for the First Time
St. Andrew’s Episcopal School accepts financial assistance applications from returning families who have not received financial assistance in the past on the same basis as any other family requesting financial assistance.
Renewal Applications
While a family must reapply for financial assistance each year, one may reasonably expect to receive some assistance if assistance was granted the prior year and if the family's financial circumstances remain essentially like the prior year. A change in the family's financial circumstances, a change in the number of financial assistance applicants or a change in the funds allocated for financial assistance, however, could result in a different financial assistance grant by the Financial Assistance Committee.

Faculty Financial Assistance
Children of faculty maintain a position of high priority whether their children are currently enrolled, enrolled and seeking financial assistance for the first time, or seeking admission to the school and applying for financial assistance. Faculty seeking financial assistance for the education of their children at St. Andrew's Episcopal School complete the same SSS application process but are processed on a priority basis if the completed forms are filed on or before the applicable deadline.

Unemployed or Under-Employed Parent
Because it is our belief that the primary responsibility for financing education rests with the family, every parent who can work and who is not staying at home with preschool-age children, disabled children, or elderly parents is obligated to produce some earned income. Therefore, we will increase the income figure for any able parent to a figure between $10,000 and $30,000 depending on what is known about the parent's education and employment history.

Other Financial Resources
Additional funds for secondary education to which students have access (trust funds, gifts, etc.) will be included in the calculation of family contribution, decreasing the financial need of the student and therefore the amount of the School's financial assistance award. The number of years the student will remain in school plus four years of college divides the student's assets to determine the student asset contribution. If the student, parents, or other children are beneficiaries of an estate or trust, the appropriate schedule K-1 of form 1041 or form 4970 should be submitted.
Confidentiality and Information Sharing
All information received during the financial aid application process is held in the strictest confidence. Financial assistance related information is given only to those who need it and is restricted only to the information that is needed. Financial information is never shared with donors, faculty members, or among parents who maintain separate households.

The Financial Assistance Committee
The School and Student Services strive to establish uniform criteria for evaluating parental ability to pay the total educational expenses of the student. The ultimate responsibility for determining the fair and equitable amount of grant offered to accepted applicants who qualify for financial assistance rests on the Financial Assistance Committee of St. Andrew's Episcopal School.

When establishing a final amount of financial assistance to be awarded, the Financial Assistance Committee will treat each case in a thoughtful, consistent, and reasonable way, which will help achieve the purpose of the financial assistance program. The Financial Assistance Committee has the right to contact the family for further information if what is reported on the Parents' Financial Statement is inadequate.

The School will receive the Report of Family Contribution within two weeks when the printed PFS application is submitted by mail and as little as 48 hours when the PFS application is completed online. You may also request that SSS send you its evaluation of your PFS.

Rules Governing Financial Assistance Processing
Financial assistance at St. Andrew's Episcopal School is determined by a family's ability to meet educational expenses; it is based on need, not on a willingness or unwillingness to pay. It is the position of St. Andrew's Episcopal School that divorced or separated parents retain the obligation to contribute to the education of their children to the extent of their ability to do so, whether there is a legal agreement between them to do so and if there is such an agreement or a court order regarding payment of education expenses, regardless of the provisions of any such agreement or order. Remarriage of either natural parent creates a new family unit with new relationships. Since the natural parents still have a parental obligation, the income and assets of the entire new family unit are seen to have a bearing on the natural parent's ability to contribute to the educational expenses of the
children. While prenuptial and/or divorce agreements or court orders are carefully considered, they do not bind the Financial Assistance Committee.

If the custodial natural parent remarries, the financial information of the stepparent must be included on the Parents’ Financial Statement. Individual relationships and financial agreements, as well as obligations of the parent and stepparent to their other children are taken into consideration as this financial information is processed. St. Andrew's Episcopal School must receive all financial documents from custodial and non-custodial parents before any financial assistance application will be processed.

The Financial Assistance Committee will make an award only after considering the financial resources of both natural parents unless one parent is uninvolved in the child’s life and has been for some time. If this is the case, the family must provide the school with a statement to this effect from a lawyer, member of the clergy, school official, or third party who in a professional capacity is aware of the situation.

**The Application Process**

**PLEASE READ CAREFULLY – THE APPLICATION PROCESS HAS CHANGED.**

**FIRST STEP**
Complete the online Enrollment or Re-enrollment and check the request for Financial Assistance box.

**SECOND STEP**
Complete and submit your PFS online [https://sssandtadsfa.force.com/familyportal](https://sssandtadsfa.force.com/familyportal). Once the application is completed **Upload the following to the SSS:**
  - Upload a copy of your 2019 and 2020 Federal Income Taxes to SSS
  - Upload a copy of your 2019 and 2020 State Income Taxes to SSS
  - Estimate your 2021 and 2022 income in the appropriate place
  - Upload your 2021 Federal and State Taxes on or before April 20, 2022
  - Upload a signed IRS form 4506-T EZ to SSS
  - Upload S Corporation or Partnership Taxes if applicable to SSS
  - Other tax documentation may be required after processing
When applying online, request that a report is sent to St. Andrew’s Episcopal School, Ridgeland, MS 39157. Our code is 6268.

It is, however, **VERY IMPORTANT** to complete the PFS online and **SUBMIT to SSS** the above required documentation on or before the **December 1, 2021** deadline.

**PLEASE NOTE THAT TAXES and OTHER DOCUMENTS ARE NOT MAILED TO THE SCHOOL. YOU MUST SUBMIT/UPLOAD ALL FORMS TO THE SCHOOL and STUDENT SERVICES WEBSITE.**

Please contact the Admission Office at 601-853-6042 should you have questions.

*Excerpts from School and Student Service for Financial Aid Computation Manual are included in this manual.*