



DMIS Financial Assistance Application Procedure 2011-2012 School Year

Each year, the DMIS Board of Trustees designates a limited amount of financial assistance to be awarded to qualifying families whose children attend DMIS full-time. Priority for awards is given to families with children who have completed at least one full year at the school. The maximum amount of assistance attainable per child (excluding extra-curricular activities, daycare, camps, bus, lunch, etc...) for returning families is 50% of base tuition. For new families the maximum amount of assistance attainable per child is listed in the following table.

Grade Level	Maximum Assistance
3 Year Old / Pre-Kindergarten	30%
Kindergarten	40%
1st through 6 th Grades	50%

All families seeking DMIS Educational Assistance must provide the following items.

1. Online:

- a. **Parent Financial Statement (PFS)** via School and Student Services. Go to <http://sss.nais.org/parents/> and choose *Apply Now*. SSS charges a \$35 application fee for their utility. Our school code number is **3574**.

2. To the DMIS Admissions Office:

- a. A completed DMIS application including the \$150 non-refundable application fee
- b. A signed copy of this DMIS Financial Assistance Application Procedure Form

Once these items have been provided, your application will be reviewed. Within one week of submission, you will receive notification of the amount of financial aid for which you would qualify based on the information provided. **This initial amount does not constitute an offer of financial assistance. To receive an offer of financial assistance the family must complete the remaining steps of the process in a timely manner. Any subsequent changes to the information submitted will initiate a re-analysis of your financial capability and may ultimately change the amount of aid offered.**

3. To the financial aid office by April 30, 2011:

- a. A written statement in English explaining the family's current financial situation that justifies consideration for tuition assistance including any special circumstances that may not be entirely reflected in the PFS;
- b. One copy of each parent/guardian's last 3 paychecks;
- c. Copies of supporting documentation verifying the information included in Section C of the SSS on-line application, including a copy of each parent/guardian's complete United States **2010** federal income tax and applicable state tax returns for the previous fiscal year, including W2 forms and all applicable "Schedules" and "Itemizations," and any other supporting documentation;



- d. If applicable, a copy of each parent/guardian's last "Declaration d'Impots Francais" (for French families only); Please **note that families applying for the French Bourse are not eligible for DMIS financial assistance.**
- e. For divorced or separated parents in which both parents maintain legal responsibility, a copy of the legal decision specifying custody of, and legal responsibility for, the children; alimony and/or child support payment information should also be included;
- f. A copy of the mortgage agreement or rental lease agreement for the primary residence, and a copy of the check for the most recent payment; and
- g. Copies of supporting documentation verifying the information included in Section D of the SSS on-line application, including valuation of non-retirement assets and other non-primary residence real estate – (for financial assets or other property, you may submit insurance policy statements or other valuation and/or transaction documents; for real estate, you may use property tax statements or other valuation documents).

- ❖ **Families must provide copies, no originals please!**
- ❖ **Completed applications are processed in the order they are received.**
- ❖ **Families will be notified of the decision of the financial aid committee by May 20, 2011.**
- ❖ **Failure to submit completed documentation by April 30, 2011 will delay your application. The subsequent notification date for delayed applications is August 1, 2011, assuming the availability of funds.**
- ❖ **Special instances of financial hardship will be considered throughout the school year based on availability of funds. Please contact Lori Pacheco (Lori.Pacheco@dmischool.com) if you would like to apply for interim financial assistance.**

Acceptance of awards for educational assistance must be returned to the financial aid office by each family in writing within seven days of notification. Families who choose not to accept educational assistance awards may either withdraw their DMIS admission/enrollment documentation within the seven days, or without further written notice to DMIS, accept full responsibility for all tuition and fees as contracted.

Submitted By: _____

Date: _____

Signature: _____

Phone: _____

Email: _____