



## DMIS Financial Assistance Application Procedure

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 children who have completed at least one full year at the school. The maximum amount allotted per child (excluding extra-curricular activities, daycare, camps, bus, lunch, etc...) is 50% of the base tuition for elementary students, 40% of the base tuition for kindergarten students and 30% of the base tuition for students in Early Childhood Education (3YO, Pre-K).

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. **For new students, a completed DMIS application including the \$150 non-refundable application fee**
- b. **A signed copy of this form**

Once items 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, 2012:

- 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 **2011** 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. For families filing federal income taxes on an extended schedule, parents must provide a copy of the extension and the prior year's (2010) tax return;
- 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!
- ❖ Families must provide documentation relevant to the current school year application. The committee will not retrieve a prior year's application from archives to complete the required documentation.
- ❖ Completed applications are processed in the order they are received.
- ❖ Families will be notified of the decision of the financial aid committee by May 25, 2012.
- ❖ Should the decision of the financial aid committee provide inadequate assistance to facilitate a child's attendance, the family has the option to appeal the award by providing additional documentation or to decline to enroll, at which time any deposit amounts will be refunded. Application fees are non-refundable.
- ❖ Failure to submit completed documentation by April 30, 2012 will delay your application. The subsequent notification date for delayed applications is August 1, 2012, 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](mailto:Lori.Pacheco@dmischool.com)) if you need 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:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_