

Orchard House Middle School  
Tuition Assistance Philosophy, Practices, and Policies  
(revised 9/2023)

## TUITION ASSISTANCE PHILOSOPHY

We believe that everyone in the Orchard House Middle School community benefits from the opportunity to interact with people of diverse backgrounds and beliefs. By design, we are a small school with a teacher: student ratio that best meets the needs of adolescent girls in an academic setting.

Tuition assistance is one means of developing and maintaining a diverse school community and ensuring an ideal number of enrolled students. The purpose of the Tuition Assistance program is to provide mission-appropriate students with access to an Orchard House Middle School education that might otherwise be unavailable to them. Orchard House Middle School values and encourages diversity in learning styles, leadership skills, social skills, academic achievement, geographic perspectives, and socioeconomics, as well as race and ethnicity.

The Orchard House Middle School Tuition Assistance program strives to provide need-based tuition assistance to meet as much of the demonstrated need of members of the Orchard House Middle School community as possible. Orchard House Middle School works to assist families whose need is substantial, and we also carefully assess and support the needs of families who have extenuating circumstances that prohibit their ability to pay full tuition. To that end, Orchard House Middle School offers a series of tuition assistance initiatives that can be used individually or in combination. These initiatives include the following:

- Tuition discount based on demonstrated financial need
- Tuition payment plans designed to meet a variety of economic circumstances
- For students demonstrating significant financial need, assistance with additional mandatory school expenses, such as athletic fees, physical education uniforms, and field trip fees, along with a few other incidental costs.

Our ability to provide these programs is limited by the financial resources we are able to raise and budget for tuition assistance. Since the demonstrated need of tuition assistance applicants exceeds the amount of tuition assistance funding available, timeliness in submission of all required tuition assistance application materials is essential. If you have any questions, please contact Melody Imburg, Director of Tuition Assistance, at [mimburg@orchardhosue.org](mailto:mimburg@orchardhosue.org) or (804) 228-2436, x118.

## TUITION ASSISTANCE PRACTICES

- Orchard House Middle School will provide families with comprehensive information about the total yearly cost, tuition assistance opportunities, payment options, policies, and procedures.
- Orchard House Middle School will recognize that the primary responsibility for financing a student's education rests with the student's family, as much as possible.
- Orchard House Middle School will use a uniform methodology to assess annually the ability to pay of each family applying for tuition assistance in a consistent and equitable manner. Orchard House Middle School currently uses FACTS Grant Management. Adequate documentation of all family resources is required.
- Orchard House Middle School will make every effort to meet as much of the demonstrated need of admitted or enrolled tuition assistance applicants as resources allow.
- Orchard House Middle School will notify accepted applicants of tuition assistance decisions before expecting a binding reply to the offer of admission.
- Orchard House Middle School will safeguard the confidentiality of all financial information submitted by a family.
- Orchard House School will refrain from and will discourage members of the Tuition Assistance Committee from disclosing the names of tuition assistance recipients and award amounts.
- Orchard House Middle School will have the same standards of behavior and academic performance for tuition assistance recipients as for all students.

## TUITION ASSISTANCE POLICIES

The Orchard House Middle School Tuition Assistance Committee determines need by evaluating a family's ability to contribute against the total cost of tuition. The analysis is based upon numerous factors, including the recommendations of Facts, information outlining income and expenses, assets and liabilities, family size, cost of living, complete tax returns and extenuating family circumstances. A salary for non-working parents will be assessed and imputed as financial need is calculated. In order to be eligible for tuition assistance, a family must demonstrate that its resources are insufficient to cover the full cost of tuition.

The Tuition Assistance Committee requires that a family reapply for assistance each year that assistance is sought. The committee reviews a family's circumstances each year to ensure that its package is current and accurate. Barring changes to the family's or the school's financial situation, when Orchard House Middle School offers tuition assistance to a family, the school plans for a comparable aid assessment for that family in future years.

Please be advised that a tuition assistance application for the upcoming academic year cannot be reviewed unless the applicant is in good academic, behavioral, and

financial standing with the school. An applicant's account for the present academic year must be current before tuition assistance can be awarded for the upcoming year. Families of current students who are applying for tuition assistance for the first time must meet all tuition assistance application deadlines and must demonstrate that family financial circumstances have changed significantly since initial enrollment.

## PARENTS WHO ARE SEPARATED OR ARE NOT MARRIED AND OTHER ADULTS IN THE HOUSEHOLD

All custodial/non-custodial parents and/or guardians and any other adults who share the applicant's primary residence are required to submit financial documentation through the FACTS program, as well as signed copies of the previous year's tax records, all 1099 schedules, and W-2 earning statements. Court agreements regarding payment of educational expenses may be considered, but Orchard House Middle School cannot always honor such agreements. Financial information, including details of the status of tuition assistance awards, is considered confidential and is not shared among parents who do not share a residence, without the express written permission of the parent(s) involved.

All families receiving a tuition assistance award are expected to maintain the confidentiality of the award and sign the Parent Confidentiality Statement. Additionally, all families receiving a tuition assistance award must have submitted complete and accurate financial information. Failure to do either of the above may be reason for immediate revocation of the tuition assistance award and may preclude the applicant from tuition assistance consideration in future years.

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