



Tuition Assistance Program Guidelines

The Tuition Assistance Program (TAP) is intended:

1. To build and foster a diverse socio-economic community
2. To ensure the continuity of each child's educational path
3. To ensure the continuity of the student population in each of our classrooms
4. To recognize economic hardships can impact families' ability to attend FCM
5. To recognize the importance and the benefit of maintaining long term relationships with our students' families
6. To recognize the fact that a relatively small change in the Tuition Payment Plan can make a significant impact on a family's ability to attend FCM

In order to apply for TAP, a family must submit the documentation below by the following dates:

1. A letter to FCM's Finance Director by **February 12, 2020 for existing families or at submission of Tuition Contract for new enrollees**, which describes:
 - a. The family's commitment to and support of FCM and Montessori principles;
 - b. The family's financial circumstances giving rise to the application.
2. A completed **FAST (Independent School Management's Financial Aid for School Tuition) form** (to be completed by the family at the family's expense) **by March 2, 2020 for existing families, or within one month of submitting the Tuition Contract for new enrollees**. This is an independent financial evaluation of the family's ability to pay tuition performed by ISM. Since the FAST application requires tax documents, the family would have to have filed their taxes by that date. Without the current tax return available, the award may be affected.

The TAP Committee comprised of FCM's Head of School, Finance Director, Admissions Director, and After-School Director will conduct an evaluation of the family's commitment to FCM, which shall include, without limitation, their demonstrated commitment to the following, or in the case of a new family, their stated intentions about:

- a. Positive participation in and support of FCM community happenings
- b. Positive participation in and support of their child's Montessori education at FCM

The TAP Committee will assess each TAP application in a confidential and discreet manner. Award notifications will be sent on or before **March 23, 2020**. In the event a family is awarded assistance through TAP, FCM and Educational Journeys (for After School Program) will prepare and will enter into an amended Tuition Contract to reflect the TAP award. Any application is subject to funds availability.