

St. Luke's Episcopal Day School Financial Assistance Policy

St. Luke's Episcopal Day School, as an outreach ministry of St. Luke's Church in the great tradition of Anglican Christianity, strives to provide a nurturing academic environment and to promote each child's intellectual, emotional, physical, and social development, built on the foundation of a strong spiritual commitment. The school is a Parish Day School under the auspices of the Episcopal Church in the United States of America. According to the Canons of the Church, this School "shall not exclude students because of race, creed, national origins, or, insofar as possible, economic status".

The mission of St. Luke's Episcopal Day School is to provide for the academic, spiritual, physical, and emotional development of our students. This is accomplished in cooperation with the family and the Church resulting in a life-long dedication to learning and spiritually guided lives.

St. Luke's School attempts to maintain an economically diverse student body. To assist us in this endeavor, we offer need based aid. We do not offer any athletic, merit or scholastic scholarships. With monies obtained from a percentage of the funds received from the school Annual Giving Campaign and the St. Luke's Episcopal Church Scholarship Endowment Funds limited financial assistance is available. Any family of an accepted St. Luke's Episcopal Day School student in grades Pre-K to eighth grade may apply for tuition assistance. Financial aid is not available for Preschool students.

No application will be excluded based on race, creed, or national origins; however, the Financial Aid Committee will only consider families who demonstrate financial need when determining awards. Financial need is determined through a confidential analysis done by Financial Aid for Student Tuition, a division of Independent School Management. In the case of a separation or divorce, both parents are expected to submit financial information. It is the expectation of the school that non-working parent applicants be seeking employment unless required to care for dependents at home or have other extenuating circumstances.

Due to our limited resources some families who qualify for financial assistance may only receive a portion of their total need or may not receive an award. St. Luke's School strives to be good stewards of financial aid funds and attempts to assist as many need based families as possible. Financial aid decisions are made annually. Application must be made yearly to be considered for aid in that year. An award one year is no assurance of an award for the following years, nor is an amount one year a guarantee of an amount for following years. Approximately 10-15% of our student body receives some form of financial assistance.

Students receiving financial aid are expected to maintain a good academic record, to demonstrate commendable behavior, effort, and to reflect positively on the school and in the community. The family is expected to provide volunteer service and assistance to the school when possible and to also reflect positively on the school and in the community.

St. Luke's Episcopal Day School
Financial Aid Guidelines

- All applicants requesting aid must first qualify for admission. The Admission Committee and the Financial Aid Committee are separate committees. A student's acceptance or denial to the school is based solely on merit without regard to a request for financial aid.
- Application period for financial assistance is January 1 to March 1 of a calendar year for the coming school year.
- Assets of both natural parents and the student are considered in determining need.
- Applicants for financial aid are required to complete an online application for evaluation by Financial Aid for Student Tuition (FAST) through Independent School Management (ISM). FAST will notify the school of the results of its analysis. Deadline to apply for the coming school year is March 1 of the calendar year. Copies of your current federal and state tax return, with all attachments and W-2's are to be received by FAST by March 8. The FAST link is located on the admission page of our website www.stlukesbrschool.org.
- All financial information is held in strict confidence and all awards are treated as a confidential matter between the financial aid committee and the family. Please do not discuss your application and/or award with other school families.
- Financial aid requests for returning families who qualify for assistance are funded first.
- Current families with past due accounts will not be considered for financial aid for the following year until their accounts are brought up-to-date.
- The Financial Aid Committee will begin meeting around March 10th to review all completed applications, which include all tax documentation. Financial aid will be based on the FAST analysis, the family's contribution for school expenses, and an overall evaluation of the family's tuition account.
- Award letters will be mailed prior to contracts becoming binding. Before accepting an award offer, please take time to determine the impact of the total cost to attend St. Luke's School on your family budget. Discuss payment options for the portion of school costs not covered by your award offer, including tuition, extended care, uniforms, food service, and extra curricular activities. If you are unable to meet the portion of school costs not covered by your award offer, please contact the Financial Aid Office to withdraw your tuition contract no more than seven days after the date of your award letter. At that time, your enrollment fee can be refunded.

For further information or assistance, contact [Susan Morrow](#), Director of Financial Assistance at 927-8601, ext. 242.