



Emergency Tuition Aid Guidelines 2020-2021 School Year

The Glen is fortunate to receive scholarship support from both private donors and corporations. We are grateful to the corporations and individual donors who have prioritized scholarships that will enable families to pursue a Montessori education.

Any questions, please contact Marcia Fischer at mfischer@glenmontessori.org or 412-318-4885, ext. 4.

Summary

A quality Montessori education is an important investment and we hope that no child will be denied a Montessori education due to financial need – especially through this COVID-19 health and financial crisis.

Typically, The Glen hosts a scholarship application period in the first quarter of each calendar year, however, due to the COVID-19 health and financial crisis, The Glen is opening up an extended application process for families that experience ongoing financial issues throughout the school year.

Tuition support is not guaranteed, and is intended to be an emergency relief so children can experience consistency in education and caregivers during these uncertain times.

Eligibility for Emergency Tuition Aid

To qualify for 2020-2021 Emergency Aid, a family must demonstrate financial hardship due to reduced work hours, unemployment or other documented change.

Additionally, the following criteria must be met by a family to request Emergency Aid:

1. Student(s) must be enrolled for the 2020-2021 school year at The Glen Montessori School.
2. Change in financial status must be documented through formal means – unemployment paperwork, change in pay stubs, etc.
3. Recipients of 2020-2021 Scholarship may apply for additional Emergency Aid if they are able to document a change in financial status from their initial FACTS application.

Unfortunately, at this time, scholarships are not available for summer camp, day camp, administrative fees, co-pays or additional activities.

Emergency Tuition Aid is not intended as a financial relief for families who have a desire to hire private child care in their home in the event of campus closure or due to an extended absence from school because of illness by the student or in the immediate family. Should a closure once again occur, The Board of Directors will address tuition changes with families directly.

Awarding of Emergency Tuition Aid

Scholarship funds are donated to the school and awarded by The Glen Montessori Selection Committee, using the information provided by the family and the recommendations of FACTS Grant & Aid Assessment. The family does not receive any direct cash benefit from the scholarship; once awarded, the family will be notified via email.

The Selection Committee will give preference to eligible applicants based on:

- Scholarship funds available
- First come first serve
- Demonstration of an established financial need
- Longevity at the Glen and investment in Montessori education

Acceptance of a scholarship does not exempt the family or student from abiding by the policies of the school, and the school has the right to remove a child from the program at any time for failure to abide by their policies.

Timeline/Process for Applying for Emergency Tuition Aid

1. **As soon as the need for tuition support arises**, contact Bobbi Franz in The Glen's finance office to discuss your need. She is best reached initially by email at bfranz@glenmontessori.org. Alternately, you may also reach out to Marcia Fischer at mfischer@glenmontessori.org or 412-318-4885, ext. 4.
2. **When it has been determined that application for Emergency Tuition Aid is the logical choice**, login into your [FACTS](#) account and select the Grant & Aid option to complete the application. You will need to submit 2019 tax documents and 2020 pay stubs to verify income. We also strongly recommend that you upload additional documentation as to your change in situation—proof of unemployment, reduced work hours, etc. The FACTS company requires a \$35 fee to process your application; The Glen does not receive any financial benefit from this service.
3. FACTS will review your family's completed application and make a recommendation to The Glen within 2 weeks.
4. The Glen Selection Committee or designated individuals will review the application and respond within an additional 2 weeks.
5. Families will be notified of The Glen's Selection Committee decision one month from application completion.

Recertification of Emergency Tuition Aid

Recognizing that these funds are to be used in an emergency and do not reflect an annual scholarship or tuition reduction, families with an Emergency Aid Award will need to recertify quarterly (every 3 months) or as directed by the family, whichever is less. Recertification is achieved by simply providing continued evidence of current financial situation (unemployment, pay stubs, etc.). As long as funds remain available and your family's need remains the same, you can expect to maintain your family's support.