

# Budget Planning Worksheet

## FINANCIAL POLICY

The School assumes that newly enrolling families will be able to pay the full tuition throughout the duration of the student's years in any division of the School. Families who receive financial aid upon entry to the School will have their award reviewed annually after all necessary forms are filed.

This worksheet is for your planning purposes only to determine costs for a year at Head-Royce School. Please call the Admissions Office if you have specific questions. We are happy to help with all aspects of financial planning.

<b>Tuition 2010-2011</b>	
Grades K-5 .....	\$20,800
Grades 6-8 .....	\$23,100
Grades 9-12 .....	\$29,200

<b>Head-Royce Annual Fund</b>	
Goal .....	\$1,000,000

*Tuition covers 84% of the cost to educate each student. In the 2010-2011 school year, the gap is \$3,000. The Leadership gift level is \$2,500. We are grateful for gifts at all levels. All gifts are tax deductible and recognized in the Annual Report.*

<b>Transportation (estimated)</b>	
AC Transit .....	\$200/year
HRS Private Bus (Contra Costa) .....	\$2,150/year
HRS Private Bus (Alameda) .....	\$2,150/year

<b>After-school care or activities</b>	
K-5 (3:30-6:00 pm) .....	\$2,600/year
or drop-in fee .....	\$30/day
Grades 6-8 Study Hall .....	\$2,300/year
or drop-in fee .....	\$26/day

<b>Additional estimated costs</b>	
<i>Examples: books, yearbook, activity fee for field trips, Parent's Association dues, etc.</i>	
Grades K-5 .....	\$300
Grades 6-12 .....	\$1,000

**Discretionary expenses**  
*Additional fee-based activities might include tennis and music lessons, sports equipment, special trips and tutoring. Participation in these is at the discretion of each family.*

**Tuition for Grade \_\_\_\_\_ \$ \_\_\_\_\_**

**Head-Royce Annual Fund \$ \_\_\_\_\_**

**Transportation \$ \_\_\_\_\_**

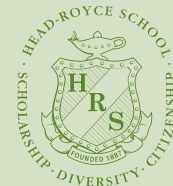
**After-school care or activities \$ \_\_\_\_\_**

**Additional estimated costs \$ \_\_\_\_\_**

**Discretionary expenses \$ \_\_\_\_\_**

**TOTAL \$ \_\_\_\_\_**

The School is striving to build a diverse student body that reflects the ethnicity, race, socioeconomic circumstance and family composition of the Bay Area. Head-Royce admits students and welcomes families of all backgrounds. The School does not discriminate on the basis of race, color, religion, gender, disability, sexual orientation, nationality or ethnic origin in the administration of its educational or admissions policies and programs.



# Head-Royce School

scholarship, diversity, citizenship

Office of Admissions & Financial Aid  
 4315 Lincoln Avenue  
 Oakland, CA 94602  
 phone: 510.531.1300  
 www.headroyce.org

# Head-Royce School

scholarship, diversity, citizenship

# Financing a Head-Royce Education

2011-2012

## Financial Aid Program

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- Principles
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- Due Dates

## Most Commonly Asked Questions

## Budget Planning Worksheet

# Financial Aid Program

## INTRODUCTION

The Head-Royce mission emphasizes scholarship, diversity and citizenship, providing the proper balance of security and challenge, nurturing and independence, cooperation and competition, and guidance and instruction. The families looking at Head-Royce value these qualities in an educational experience and realize that Head-Royce is an excellent choice for their children.

Although parents understand the costs involved in a Head-Royce education, many are justifiably concerned about their ability to afford an independent school. We have designed this brochure to explain some of the options to consider when planning to finance your child's education, and to address some of the mystery that accompanies the financial aid application process.

## PRINCIPLES

The purposes of the Head-Royce Financial Aid program are to provide deserving students an opportunity for a quality education which might otherwise be unobtainable for them and to provide the School with a well-qualified, ethnically and economically diverse student body. To achieve these goals, it is essential that the ability to pay the full tuition not be a deciding factor in admitting students to Head-Royce.

The School's financial aid budget provides funds for tuition assistance. This assistance is intended as a supplement to family resources.

Financial aid awards are made to families whose ability to pay school costs is limited. Financial aid decisions are made independently from admissions decisions. The admissions process and the Financial Aid program are open to students of any race, color, religion, gender, disability, sexual orientation, nationality or ethnic origin. Financial assistance is available to students in grades K-12 and decisions are mailed along with acceptances in March.

## POLICIES

**Selection** Admissions decisions are made using a "need-blind" procedure. Financial aid applicants are referred separately to the Financial Aid Committee to determine their amount of need. The determination of the family's financial need is based on analysis of the Parents' Financial Statement (PFS) and supportive financial aid information that is requested. Awards are made based on the demonstrated need of the family and availability of school funds.

**Renewals** Every award is made for one year and may be renewed subject to the parents filing a PFS. Normally a family should expect that financial aid will continue throughout the student's enrollment, but the size of the award will vary as the family's financial circumstances change.

**Priorities** First consideration for financial assistance is given to renewal applicants who have completed all financial aid application requirements on time. Second, newly accepted applicants who have completed financial aid applications on time are granted awards. Third, new applications for financial aid from currently enrolled students entering a new division of the School are considered, if completed on time. Finally, new and renewal applications completed after the specified deadlines are considered for any funds that may remain. Awards made may be less than demonstrated need. Funds cannot be reserved for families whose PFS and tax forms are received after the stated deadlines.

**Computation** Head-Royce subscribes to the principles of the School and Student Service for Financial Aid (SSS), which provides a financial analysis based on the confidential PFS. The SSS report and an analysis of IRS Form 1040 and all schedules are used in determining the amount of family need.

**Resources** Head-Royce will consider the assets of both natural parents, if living, before making an award. If the custodial parent has remarried, we will consider also the assets of the step-parent, bearing in mind the obligation that the step-parent might have to his or her natural children. The non-custodial parent is also required to complete the PFS form and submit tax forms. Any financial support that may be available beyond the parents' income and assets should be reported on the PFS for consideration by the School. These might include resources from grandparents and other relatives.

**Late applications** Although first priority for financial assistance is given to families who meet deadlines, families whose applications are initiated and/or completed too late to allow them to meet the deadlines may be considered. Limited funds are sometimes available after the initial awards are made. Resources cannot be guaranteed and amounts awarded at this time may be less than a family's demonstrated need.

**Grants awarded** Grants are awarded to those families demonstrating need. Grants vary in size from a thousand dollars to nearly full tuition.

## PROCEDURES

A financial aid packet, with all necessary forms and instructions for completing the online PFS, is available at Open Houses, Information Meetings or by calling the Admissions Office (510.531.1300). All financial aid information is held in confidence. Late applications for both current and new families will be considered only after all other applications are processed.

- 1 Complete the Parent Financial Statement (PFS) online at <http://sss.nais.org> (\$35) or submit a printed form (\$42). The information on the PFS can be estimated. It is not necessary to finish your 2010 IRS Form 1040 before completing the PFS. The PFS must be submitted by the due date to be considered for the first group of financial aid awards.
- 2 Make two (2) photocopies of the PFS: one for Head-Royce and one for your file.
- 3 All parents (continuing and new, custodial and non-custodial) apply online or send the original PFS with the application fee to:  
**School and Student Services by NAIS  
Application Processing Center  
P.O. Box 449  
Randolph, MA 02368-0449**
- 4 Complete the Head-Royce Financial Aid Request Form (online at [www.headroyce.org](http://www.headroyce.org)). Return this form with one photocopy of the PFS to Head-Royce.
- 5 All parents (continuing and new, custodial and non-custodial) send their 2010 IRS Form 1040 with all supporting schedules, W-2s and Form 4506 to the processing service.
- 6 SSS analyzes the PFS and generates a report, which will indicate whether the family is eligible for

# Most Commonly Asked Questions

**Q What are my options if I feel I cannot afford the tuition?**

**A** There are three basic options which Head-Royce families can pursue to ease the burden of tuition payments:

- 1 **"Smart Tuition Service" Monthly Payments:** This plan allows families to make tuition payments interest free over a period of ten months. With monthly payments, the difficulty of paying large sums at once is avoided.
- 2 **Loan Programs:** Private lenders such as Your Tuition Solution provide low interest loans payable over a predetermined period of months. Families use these plans to get through a year or two of financial difficulty, or to finance a portion of the tuition not accessible to them in their discretionary income.

tuition assistance. SSS does not make any awards to students, but simply evaluates the family's need and forwards the information to the schools that make awards when possible.

- 7 The School makes its decision based on analysis of the PFS and other supportive financial aid information that has been submitted.

## DUE DATES

**November 22, 2010**

PFS online due from Head-Royce families currently receiving financial aid. (PFS from the non-custodial parent of a student currently receiving financial aid is also due at this time.)

**January 13, 2011**

PFS due from all new applicants for financial aid. (PFS from the non-custodial parent of new applicants for financial aid is also due at this time.)

**By February 11, 2011**

Submit 2010 IRS Form 1040 with all supporting schedules, W-2s and Form 4506 to the processing service along with your PFS cover sheet.

**March 1, 2011**

Notification of financial aid award decisions for current students are mailed.

**March 2011**

Notification of financial aid award decisions for new students are mailed with acceptance letters.

**For further information about the Financial Aid program, please contact Catherine Epstein, Director of Admissions and Financial Aid (510.531.1300).**

## 1

**Q What are my options if I feel I cannot afford the tuition?**

**A** There are three basic options which Head-Royce families can pursue to ease the burden of tuition payments:

- 3 **Need-based Financial Assistance:** Financial need is the discrepancy between family resources and a child's total educational expenses. Head-Royce offers financial aid, an outright grant, which does not need to be paid back, to families we determine cannot afford the full tuition costs. Head-Royce uses the School and Student Service (SSS) of NAIS to assess need.

If you would like to pursue options for financial assistance outside of these sources, please understand that it can be a time-consuming process and may not yield very much. However, it may be worthwhile to check with the public library and community organizations to see if they are aware of any local financial aid options. Finally, The National Association of Independent Schools maintains a list of scholarships at [www.nais.org](http://www.nais.org)

**Q What opportunities are there for athletic or merit scholarships?**

**A** Head-Royce does not offer scholarships to students whose families can afford the tuition. The Head-Royce program has always been strong enough so that we can attract top students without having to offer them a financial incentive. It is the philosophy of the school that the financial aid dollars be reserved for those students who would not be able to afford the tuition without assistance. However, because many applicants demonstrate a need for a tuition reduction, merit does play a significant part in selecting among those who qualify for financial aid.

**Q What information does SSS use to determine an estimated family contribution?**

**A** SSS takes many factors into account when estimating a family's financial contribution, including: income and assets, family size, age of parents, and number of children attending tuition-charging institutions, including colleges and universities.

SSS considers these and other factors and provides every family with a living allowance based upon family size. This allowance protects a certain amount of income after a variety of expenses are subtracted from a family's income. This process helps determine a family's discretionary income. A portion of this discretionary income is then suggested as the family's contribution for education. The more discretionary income a family has, the higher their family contribution.

**Q How does divorce or separation affect the financial aid process?**

**A** Head-Royce requires that both natural parents contribute to the cost of education to the extent of their ability. The non-custodial parent must complete a Parents' Financial Statement as well. Complete confidentiality is assured. The cooperation of all parents is required before Head-Royce will consider aiding a candidate.

**Q Will applying for financial assistance affect my child's chances for acceptance to Head-Royce?**

**A** The application process and financial aid process function independently of one another. Head-Royce accepts qualified students without regard to the family's financial situation. However, families applying for financial aid should prepare their children for the possibility that tuition assistance may not be available.

**Q What percent of Head-Royce students receive financial aid?**

**A** The 2010-2011 tuition fee for a Head-Royce education ranges from \$20,800 to \$29,200 for grades K-12.

Approximately 27 percent of Head-Royce students receive financial aid grants. The average grant is about \$15,000, ranging from \$1,000 to nearly full tuition.

The actual cost of educating each Head-Royce student is more than the tuition. Head-Royce's endowment, the School's annual giving campaign and foundation grants provide a subsidy of more than \$5,000 for each student. So, in a sense, all Head-Royce students are receiving financial support.

**Q If it is determined that my family has need, will I receive financial assistance with tuition?**

**A** Since we accept students based on their achievement and not a family's ability to pay, we have a large number of qualified applicants in need of financial assistance. Unfortunately, we are not able to meet the needs of all who qualify.

The financial aid committee reviews the files of those students who have been accepted, and whose families show demonstrated need for assistance, and selects the most qualified students to receive financial aid packages.

**Q How much money is available to new students each year and how is it distributed?**

**A** The current financial aid budget is more than \$3,000,000, and is distributed to both re-enrolling and new students.

**Q Must assets be liquidated in order to provide the recommended parental payment for tuition?**

**A** Not necessarily, but a family with greater assets may be asked to pay more from discretionary income because the assets provide the family with greater financial security.

**Q If I receive an award for my child for the coming year, can I expect to receive it every year?**

**A** Families receiving aid must reapply each year. However, once assistance has been awarded, it is reasonable to expect that it will be renewed, provided that the family's financial situation has not changed substantially, and the student has remained in good standing.

**Q If I do not receive aid this year, are my chances better if I enroll my child at Head-Royce for a year and then reapply for aid the following year?**

**A** No, we do our best to allocate new financial aid awards to the most qualified new applicants each year. The School assumes that newly enrolling families not admitted on financial aid will be able to pay the full tuition throughout the duration of the student's years in any division of Head-Royce.