



CMA Tuition Assistance Program (TAP) Tuition Assistance Policy

Tuition Assistance Plan (TAP) – This is a reduction in tuition based on financial need.

- Funding for this program is intended to assist families who are not otherwise eligible for other types of State of Ohio Educational Scholarships that directly cover tuition costs (Example: EdChoice and Autism) as funding for CMA's TAP program is limited.
- TAP funding will only be applied to standard rate of tuition for the **full-time** academic program to which the child is enrolled. Before or after school care, or any other ancillary program fees, are not eligible for TAP. **Part-time or half-day tuition is not eligible for TAP.**
- Any tuition reduction total, including any sibling discount(s), will not exceed 50% of the standard rate of tuition. Typical TAP allocations will range between 20- 50%.

Eligibility for the Tuition Assistance Program (TAP)

- In order to apply for Tuition Assistance the family's tuition account must be in good standing.
- Tuition Assistance will be based on family's financial need as determined by FACTS, a third-party reviewer. Parents apply online to FACTS and provide financial documentation directly to this company, who verifies the information. Only completed applications and FACTS submission received by April 15th will be considered.
- Priority will be given to students:
 - First- financial need as outlined by FACTS
 - Second- based on the number of years the family/ student has attended Central Montessori Academy
 - Third- Educational level with priority based on enrollment data

Things to complete before applying for Tuition Assistance Program (TAP)

New Student Requirements:

- Schedule a Tour
- Complete an Application and submit a \$50 application fee
- Complete a student interview
- Be accepted and receive an enrollment contract

Contracts are typically sent out in early February and are due with a non-refundable \$300 deposit by the end of the third or fourth week of February to take advantage of priority enrollment and TAP.

Requirements for Applying for Tuition Assistance Program (TAP)

If you are applying for CMA's Tuition Assistance Program (TAP), the following steps **must be completed** to be considered for tuition assistance:

1. Sign and submit your **Enrollment Contract(s)** and **\$300 deposit** (per contract). **Be sure to check the box** at the bottom of the front page of your Enrollment Contract stating *"I/We am/are applying for tuition assistance (additional paperwork required)"*. Please check this box on all copies of the contract.
2. Complete and submit the **CMA Tuition Assistance Form** (one form per child). You can get a copy of the CMA Tuition Assistance Form by downloading the form (see link below).
3. Complete application process and financial need analysis through **FACTS Grant & Aid Assessment** (<https://online.factsmtg.com/signin/3XFS2>). FACTS is a third-party financial reviewer. All information required by FACTS is due by **April 15th**.



Application Review Process for the Tuition Assistance Program (TAP)

- The TAP Committee, composed of executive board members, the Business Manager and the Head of School, will determine eligibility and amount of tuition assistance awarded based on FACTS financial report and CMA's Tuition Assistance form information. Student/candidate identifiers will be removed to eliminate or reduce bias amongst the TAP Committee. Only the Head of School and Business Manager will have access to student and family information.
- The TAP Committee members will review the applications during the first two weeks of May and will notify families of their award status by May 15th.
- Approved families will be issued an updated enrollment contract reflecting the amount of tuition assistance awarded. Families must sign and submit the adjusted enrollment contract within two weeks or the tuition assistance may be revoked and awarded to another qualifying student.

Other Important Information about Tuition Assistance Program

- The TAP Committee will meet each December/January to determine amount of Tuition Assistance that will be given based on projections for enrollment and planning budget cycle.
- Limited funds are available. Therefore, a limited amount of students will be awarded Tuition Assistance. While a student's family may be identified by FACTS as needing financial assistance, this does not automatically qualify this student to receive financial assistance per the priority selection criteria outlined above.
- Participation in TAP for any given year does not guarantee eligibility for TAP funding for a future year. Students interested in TAP must re-apply each year. Any amounts awarded will be determined by financial need as well as available funding. (Amount of funding will be determined with the planning budget in January.)
- If a family of a student would like to appeal an eligibility decision made by the TAP Committee, they must submit a letter to the Board of Trustees via the Board President with the understanding that confidentiality will be surrendered. To contact the Board of Trustees send an email to board@centralmontessoriacademy.com.
- In the event that a student leaves Central Montessori Academy for any reason the tuition assistance amount awarded to that student will go toward the general operating budget of CMA and will not go to fund another student for Tuition Assistance Program.

How will this information be shared with families?

- Detailed information about applying for TAP will be included with enrollment/ re-enrollment materials. Deadlines and the process for submitting financial information to FACTS will be outlined in these materials.
- CMA's TAP program is subject to annual review and approval by the Board of Trustees. In the event that the Board of Trustees vote to temporarily suspend or discontinue the TAP program, families currently participating in TAP will be notified in writing at the same time that re-enrollment materials for the next school year are distributed. No changes to current TAP distributions will occur during the current school year.