

Tuition Assistance Program (TAP) of the German Saturday School Boston

Policy

2016-2017 School Year

The German Saturday School Boston (GSSB) is pleased to offer a Tuition Assistance Program (TAP). This program is open to families returning to the GSSB. The following provides important information about TAP:

Purpose of the Program:

It is part of the mission of the German Saturday School to provide affordable German Language Education to children between pre-School and 12th grade. Consistent with this mission, the GSSB allots a certain amount of money to give out as tuition assistance to families with demonstrated financial hardship.

Administration:

TAP is administered by the TAP Board, a third party group exclusive of current GSSB administration or staff members. The TAP Board consists of three members who are former parents of students at the GSSB and previously served as members of the school committee.

Confidentiality:

The TAP Board will use the information submitted by families to determine eligibility for participation in the TAP. This information will be kept confidential. GSSB teachers, administrators, or school committee members will not have access to, request or receive any specific information pertaining to the application details of an applicant. In case participation in the TAP is approved by the TAP Board, the GSSB Treasurer will be informed about the assistance amount, but not about any application specifics. The information submitted to the TAP Board will be destroyed.

Eligibility:

Eligibility is reviewed and determined by the TAP Board. The program is open to returning families. There are no hard-and-fast rules that determine eligibility for participation in the TAP. The TAP Board understands that each application contains a unique set of facts and circumstances and therefore wishes to retain a degree of flexibility in the criteria for awarding assistance. Typically, families whose children participate in a school lunch

voucher program would be considered eligible. Other supporting documentation provided to the TAP Board describing the financial hardship will allow the board to make an individual determination.

Assistance Amounts:

TAP generally provides partial tuition assistance. The applicant will be responsible for the remainder of the tuition cost that is not covered by TAP. However, in exceptional hardship cases, the TAP Board may consider a full tuition grant. The amount of funds available for the TAP and the number of families who apply affect how much tuition assistance can be offered.

Communication:

All communication regarding the application for participation in TAP has to go through tap@gssb.org. Confidentiality cannot be guaranteed for any information sent through other communication channels, and may also not be considered in the determination of eligibility to participate in the TAP.

Information to be Provided:

The information to be provided may vary depending on what information the candidate believes will prove the family's financial hardship. Such information could include

- a. The first two pages of the latest 1040 or 1040EZ
- b. Some recent pay stubs or documentation about reception of unemployment assistance
- c. Copies of school lunch vouchers

If the information provided to the TAP Board is deemed not sufficient to make a determination, the TAP Board may ask for additional information or clarification to existing information. Upon delivery of such information or clarification, the TAP Board will again try to make a determination. If the information requested is not provided and no additional explanation is given, the TAP Board will consider the application as withdrawn and will destroy all previously received information.

Notifications:

The TAP Board will notify the applicant and GSSB Treasurer of its decision and the awarded grant amount. In case of partial tuition assistance, the treasurer will contact the applicant to make payment arrangements for the remainder of the tuition cost.

Recourse:

The decision by the TAP Board is final. By submitting the application to the TAP Board the applicant agrees to hold the GSSB school committee and the TAP Board harmless of any claims to the contrary of the finality of the decision.

Process:

1. Applicants must submit a completed application form (below) and all supporting documentation to tap@gssb.org
2. Applicants must follow the required enrollment process for all returning students to be enrolled. Automatically, this will generate an invoice for the total tuition amount. PLEASE DO NOT PAY THIS INVOICE AT THIS TIME
3. The TAP Board will review the information
 - a. If the information provided is deemed sufficient, no further action by the applicant is required at that time
 - b. If the information provided is deemed insufficient, the TAP Board will contact the applicant via the email address used to submit the application and request additional information
4. The TAP Board will make a final decision and inform the applicant:
5. If tuition assistance is granted, the TAP Board will also inform the GSSB Treasurer
 - a. The GSSB Treasurer will amend the original invoice
 - b. The applicant will pay the amended invoice
6. If **no** tuition assistance is granted, applicant will have to pay full invoice amount as already stated
 - a. The TAP board may recommend that the family is allowed to pay its tuition in installments. In this case fees for the installment plan are waived. In this case the GSSB Treasurer will discuss the installment plan with the family and generate new invoices
 - b. The applicant will pay the invoice(s)

Timing:

1. The application must be submitted by April 9th, 2016, which is the end of the current enrollment period for returning parents.
2. The TAP Board will review the requests before June 10th, 2016 and contact the applicant if more information is needed
3. Additional information must be submitted to the TAP Board by June 20th, 2016
4. The TAP Board will make a final decision by June 30th, 2016 and notify the applicant and GSSB Treasurer
5. The GSSB Treasurer will amend the original invoice by July 10th, 2016
6. The applicant will pay the remainder of the invoice by July 31st, 2016. There will be no late payment fee