

Austin Jewish Academy Tuition Assistance Information

The goal of the Tuition Assistance program is to balance the needs of our families with a commitment to keeping the school financially healthy. Please meet the timelines below and follow the guidelines in order for Austin Jewish Academy (AJA) to consider your request.

Minimum Tuition: AJA allocates tuition assistance to applicants solely based on demonstrated financial need, but every family is required to pay at least a minimum tuition as set by the board of directors for each school year. The minimum tuition for is set at **\$5,600** per student. Please note that tuition assistance is not awarded for Application Fees, Programming Fees, or the New Student Endowment Fee, which must be paid in full by each family, regardless of the level of tuition assistance.

Eligibility: Tuition assistance applications can only be processed following the payment of the required tuition deposit and only if the family is current with their tuition payments as required under their current tuition agreement. Tuition assistance for new families can only be processed in conjunction with a submitted application for enrollment.

Tuition Assistance Application: To provide each family with a fair assessment, AJA contracts with a third-party firm called FACTS Management Grant & Aid to perform the financial evaluation and make the tuition assistance recommendations.

The Process

- *Step One:* The family completes the **FACTS Grant & Aid Application** and submits all tax information and forms by **March 4 to qualify for priority tuition assistance**. The application is submitted online by visiting <https://online.FACTSMgt.com/SignIn/4HNXF>.
- *Step Two:* After receiving all required information, FACTS reviews the information, processes the application, and makes their assistance recommendation to AJA. At that time, AJA may request additional documentation of information specified in the FACTS application.
- *Step Three:* If FACTS requires additional tax information, the family will be notified by email. **FACTS must receive the additional information within seven calendar days.**
- *Step Four:* Once FACTS has completed their review of the tuition assistance application and has made their assistance recommendation, families will be notified by the business officer requesting a meeting to review the tuition assistance application.
- *Step Five:* If new information consists of a documentable change that occurred after the application was submitted, it must be presented to the AJA Business Office within **seven days**.

Note: Failure to adhere to these deadlines and timelines could result in the forfeiture of the Tuition Deposit and could jeopardize the Tuition Assistance application as well as the student's spot in the class.

AJA Privacy Policy: AJA is committed to protecting the privacy of each family's financial information and takes steps to maintain confidentiality subject to the guidelines listed below and any applicable state or federal regulations. Access to family financial information that is submitted with the tuition assistance application is limited to the AJA Tuition Assistance Committee, AJA Business officer, and FACTS personnel. Access to tuition assistance amounts is also available to the Principal, and the CPA firm who performs the AJA annual independent financial audit. Access to aggregate statistics is available to the board of directors and the administrative team, and may be discussed publicly. Note that aggregate statistics will not allow individual family names or assistance levels to be discernible.

Please contact Susan Snyder, Business Officer, at susan.snyder@ajaschool.org or (512) 735-8368 if you have any questions about the Tuition Assistance policy or procedure. We look forward to working with you.