

Georgetown Visitation Preparatory School

Financial Aid Policy Manual

Introduction

The purpose of this policy manual is to outline the activities of the Financial Aid Committee at Georgetown Visitation. It has been prepared for in-house use by the Financial Aid Committee and those working in the financial aid process.

The policies contained in this Manual have been approved by the Finance Committee of the School and the Board of Trustees of Georgetown Visitation. The policies have been written with the intention that each family that applies to the School will be given personal consideration with attention to the particular circumstances of their family.

A copy of all documents used in the administration of financial aid has been included in this manual. It is the intention of the School that these documents will be reviewed annually and updated as necessary.

Mission of the Financial Aid Program

Georgetown Visitation, committed to serving young women from a variety of backgrounds, includes financial aid funds as an integral and high priority component of each year's operating budget. It is the ultimate goal of Georgetown Visitation to ensure that no accepted student cannot enroll or is forced to withdraw from the School solely for financial reasons.

Decision Making Policies

- To the extent possible, applications at Georgetown Visitation will be screened without regard to matters of financial aid.
- All information provided by a family in the course of making an application for financial aid will be treated in the strictest confidence at all times and will be restricted to those with a “need to know” for purposes of determining awards.
- Georgetown Visitation will not make full awards covering all tuition and fees except in rare and exceptional cases. We believe that every family, regardless of economic standing, should demonstrate a commitment to a child’s education at Georgetown Visitation by making some contribution toward the cost of that education. The cost of an Independent School education will involve some sacrifice on the part of the families.
- Georgetown Visitation will strictly adhere to all local, state and federal laws and require non-discriminatory practice in the administration of its financial aid program.
- All financial aid awards will be made by a Financial Aid Committee consisting of, at a minimum, the Director of Admissions, the CFO, and the Director of Student Activities.
- In an effort to provide uniform and objective evaluation of financial aid applications, Georgetown Visitation will utilize the services of the School and Student Service for Financial Aid (SSS). Each applicant family will be required to complete a parent’s Financial Statement (PFS) form to be sent to SSS with the required processing fee. Copies of parents’ IRS 1040 and supporting schedules must also be submitted to SSS. No awards can be made without the supporting SSS data
- The Financial Aid Committee takes extenuating circumstances into account in determining financial aid awards. Each circumstance is weighed and the outcome depends on the budget and the number of requests being considered.
- The awarding of financial aid is an annual process. Awards are not automatically renewed from year to year. A separate application must be filed for each year in which financial aid is requested. Awards can increase or decrease depending on the budget and the information contained in the PFS.
- The Committee will review all requests for reconsideration and make additional grants if the circumstances and the budget allow it. Families that have questions or concerns about the award should feel free to contact the Director of Financial Aid to discuss their concerns.

- Georgetown Visitation will annually grant between five and ten Visitation Scholar Awards to incoming freshmen based on the strength of the total application. This award will apply to all four years.
- Financial aid awards for faculty and staff children enrolled as students will be a priority. This award will be in addition to whatever tuition remission is due.
- With verification, all students with a parent employed by the Archdiocese will receive a discount on their tuition. Georgetown Visitation will follow the recommendation of the Archdiocese with respect to the amount.
- Georgetown Visitation reserves the right to withdraw any offer or award of financial aid if it is determined that incomplete, false or misleading information was used in the application process.
- In the case of separated or divorced parents where both parents have visitation/contact rights and maintain an ongoing personal relationship with their child, the income and resources of both parents must be included on any application for financial aid.
- In the case where a non-custodial natural parent's whereabouts is unknown, or when that parent has made no contact with the student for a period of years, and has given no financial support to the student during that time, the Committee may waive the requirement of financial information from the non-custodial parent.
- When the mother or father does not work and there are no preschool children at home, the School will add to the income the cost of our current tuition. An exception will be made if the parents are caring for a disabled child or other relative in the home or there are other extenuating circumstances.
- Georgetown Visitation may refuse to grant financial aid if the applying family has an overdue account with the school.

Financial Aid Supplement Fund

The Financial Aid Supplement fund (FASF) provides support to families for non-traditional educational expenses. In the last academic year, funds were provided for school uniforms, books, the lunch program, service and foreign immersion trips, college application fees, etc. Awards are made based on applicants need and the funding which is available at the time the request is made. Awards can be made up to 75% of the total cost. Typically, only families that have applied for financial aid and who have completed the PFS with the SSS are eligible for awards with the program. However, each request is considered individually and emergency awards can be made based on need.

The budget for this program is determined annually by the Board of Trustees and is administered through the office of the Director of Student Activities.

Other Sources of Funding

The Archdiocese of Washington works hard to keep Catholic education as affordable as possible. Several tuition assistance programs are available throughout the Archdiocese. For more information on tuition assistance, please contact the Resource Coordinator at 301-853-5356 or e-mail at naglet@adw.org.

The deadline for applications to the Archdiocese of Washington, D.C. for financial aid can be found on the ADW website

The Archdiocese of Washington
P.O. Box 29260
Washington, DC 20017-0260
301-853-4500
www.adw.org

The Black Student Fund

The Black Student Fund is a local organization that serves black students in the Washington metropolitan area by awarding financial grants and providing support services to students enrolled in independent schools.

The Black Student Fund
3636 Sixteenth Street, NW
Suite AG 19
Washington, DC 20010-1146
202-387-1414
www.blackstudentfund.org

The Latino Student Fund

The Latino Student Fund is a local organization that serves the Spanish speaking community of the District of Columbia by awarding financial grants and other services to students enrolled in independent schools.

The Latino Student Fund
PO Box 5403, NW
Washington, DC 20016
202-244-3438
www.latinostudentfund.org

Payment Options

Payment Schedules

Georgetown Visitation offers parents two options for payment of tuition:

- Annual option: Full amount of tuition and fees due June 1
- FACTS Tuition Program: Tuition and fees due in semiannual payments (July and January) or monthly beginning in July, for a ten month period. There is no interest charged but there is an administrative fee.

Tuition Refund Insurance

Tuition refund insurance is available to all families and is payable to the business office at the beginning of the academic year. The plan is administered by Dewar Insurance.