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[www.stgilesschool.org](http://www.stgilesschool.org)

March 13, 2016

Dear St. Giles School Families,

As we begin the latter half of another school year, as always we like to recognize that we have much to celebrate and be proud of here at St. Giles School. Our 8<sup>th</sup> graders are preparing to move on to top area high schools and are they testing into numerous honors and advanced placement classes. Last year's graduates have achieved outstanding academic success and the majority has reached honor roll status during their freshman year. This success reflects not only the academic excellence for which our School is known, but also the equally important moral foundation and faith development that are the hallmarks of our St. Giles program and which guide our students as they journey into young adulthood.

As we do every year at this time, we are writing to provide you with information concerning tuition and fees for the upcoming 2016-17 school year. The Board of Specified Jurisdiction (BSJ) has recommended, and our administration has approved, a tuition increase of an average of 4% for students in Kindergarten (Full Day) through 8<sup>th</sup> grade. Tuition will also increase by a base of 4% for our Pre-school programs, with other modifications to ensure consistency among programs. These increases are in line with the operating expense growth we have been experiencing, and are specifically necessary to help cover salary increases for our teachers, sharply increasing healthcare costs, and ever increasing maintenance and repair costs for our nearly 90 year old buildings and facilities. Our tuition remains firmly in line with other area Catholic schools. No changes have been made to family discounting. Per usual, these increases do not fully cover the full cost of educating our students. The balance of our budget is supported by contributions from St. Giles Parish, as well as fundraising events such as Lion's Leap, the Annual Fund and our Black and Gold Pride Gala. Mandatory fundraising requirements for Lion's Leap remain the same as in the 2015-16 school year.

Our new \$100 registration fee (per family) will be applied to next year's tuition if paid by the due date. Other fees, including books and materials and technology, will remain the same as this year. The wrap pack and other supplies fees have been eliminated.

Kids' Klub charges have increased \$1/hour, and Extended Day charges have increased \$5/day. The full Tuition and Fee Schedule is attached and will be posted on the School website. Financial aid information will be available soon.

St. Giles School will continue to aim to provide an exemplary experience of faith and education which we trust will be one of the greatest investments you have made in your child's future. Should you have any questions, please don't hesitate to contact Mrs. Zver, or one of the BSJ members listed below.

Sincerely,

The St. Giles School Board of Specified Jurisdiction

Mike MacKinnon, Chair  
Annie Clements, Vice-Chair  
Beth Fegan  
Kent Pflederer  
Janet Coffey  
Chris Verni

Julia Harmon-Bell  
Tanya Castrogiovanni  
Tracy Wysockey  
Rachel Rettberg  
Flavia Morrissey

**St. Giles School  
Financial Aid Policy and Procedures  
Adopted 2/1/2016**

**Objective**

The St. Giles School Financial Aid program makes available financial aid to families who value a Catholic education but have difficulty paying the full cost of tuition and fees. Tuition assistance is available for families who qualify, and the level of assistance granted varies based on need. Implementation of the policy is meant to be as fair and equitable as possible. This policy provides that no complete tuition waivers will be granted. The program is overseen by the Pastor and Principal, who rely on the BSJ in an advisory capacity only.

**Eligibility**

St. Giles School families in good financial standing (i.e., current on tuition and fees for current and past school years, or granted a Pastor-approved hardship waiver of the tuition policy) are eligible for consideration for financial aid. Fulfillment of the requirements of Contributing Parishioner status (including registration with St. Giles Parish, active participation in Parish life, and monetary contributions as set in the Contributing Parishioner program) is required as well. Financial aid preference may be given to returning school families over families new to the School. *Any recipient of a hardship waiver from the Pastor and/or Principal must submit an application for financial aid.*

## **Financial Aid Committee**

Assessments and awards of financial aid will be made by the Financial Aid Committee, which will assess need based on application materials and determine awards based on need and available financial aid resources within the School budget.

The Committee will consist of the Pastor, the Principal (or school-employed designee of the Principal), and three St. Giles parishioners selected by the Pastor in consultation with the Board of Specified Jurisdiction. At least one Committee member, and no more than two, will be a member of the School's Finance Committee. Committee members will serve calendar year terms. There will be no limitation on the number of terms served.

The Committee will follow procedures to maintain the confidentiality of all applicants and information submitted in connection with any application. Non-staff Committee members will not be provided family names.

## **How to Apply**

Applicants must submit the following no later than March 28 before the school year for which aid is requested.

- 1) A completed FACTS Financial Aid application. Access to applications is provided to School families through their FACTS account. All accompanying documents (e.g. tax returns or other proof of income as required by FACTS) must be submitted. FACTS will be used by the Financial Aid Committee to help determine need.

Financial aid decisions and awards will be made no later than the May 1 prior to the academic year for which aid is requested. There can be no guarantee of financial aid to any applicant.

## **Communication**

The School will post a description of this policy on the School web site. The School will also include on the website information on other potential third party aid sources.

## **Important Information for all Saint Giles School Families**

### **Financial Aid Application**

We are now accepting applications for the 2016-2017 school year. You can log on to your FACTS account or click on this link: <https://online.factsmgt.com/signin/3G1MQ> Your application must be complete in full or will not be considered. **The application deadline is March 28, 2016.** All families will be notified of award considerations on May 1, 2016.

### **How to Print Your Tax Education Expense Payment Summary**

Tax Season is here and FACTS has everything you need to print out your educated expense payment summary! If you do not know how to print out or download your educated tax expense information

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### **How to set up your FACTS Automatic Tuition Payments**

Beginning in the 2016-17 school year, all families will be required to set up an automatic payment system within FACTS for tuition collection. If you set up your automatic payments now, the same

information will roll over to the next school year and you do not need to do anything to change it. The deadline to convert your invoice to an automatic payment is May 31. Please consider completing this process now. Instructions to convert your invoice payment to automatic payment are attached.

All instructions and links can be found on the website under "Student Life/Forms"