



The Park School of Baltimore — Letter of Understanding

for Families Applying for Tuition Assistance

DIRECTIONS: PLEASE COMPLETE AND UPLOAD TO YOUR PFS PORTAL ON SOLUTIONSBYSSS.COM (SSS CODE 5668). THIS FORM IS DUE DECEMBER 1.

We have found that building a true School-Family partnership is the best way to have an effective Tuition Assistance Program. For that reason, we have posted an important document online entitled: *Tuition Assistance Program: Policies, Responsibilities, and Guidelines*.

This document can be found under the “Affording Park” section of the website (www.parkschool.net/admission/affording-park). It is critical reading for all families currently participating in the program, and for families new to the tuition assistance program.

Section 1: Goals and Objectives

THIS SECTION OUTLINES THE GOALS AND OBJECTIVES OF THE PROGRAM, DEFINES ELIGIBILITY, EXPLAINS FUNDING PRIORITIES, AND AFFIRMS OUR COMMITMENT TO CONFIDENTIALITY.

Section 2: Responsibilities for School and Families

- PART ONE DESCRIBES PARK'S RESPONSIBILITIES, MANY OF WHICH STEM FROM THE NATIONAL ASSOCIATION OF INDEPENDENT SCHOOLS' *Principles of Good Practice for Financial Aid Administration*.
- PART TWO DESCRIBES PARENTS' RESPONSIBILITIES REGARDING THE APPLICATION PROCESS, PAYMENTS, AND COMMUNICATION.
- PART THREE OUTLINES THE LAYERS OF ADMINISTRATIVE RESPONSIBILITY IN THE MANAGEMENT OF THIS PROGRAM.

Section 3: Guidelines and Grant Maintenance

THIS SECTION EXPLAINS THE CONCEPT OF DISCRETIONARY INCOME AND THE OTHER FACTORS TAKEN INTO CONSIDERATION WHEN MAKING TUITION ASSISTANCE DECISIONS. IT ALSO ADDRESSES A NUMBER OF SPECIAL CIRCUMSTANCES REGARDING BOTH INCOME AND ASSETS.

Section 4: Additional Program Benefits and Support

THIS SECTION OUTLINES ADDITIONAL RESOURCES AVAILABLE TO FAMILIES PARTICIPATING IN THE TUITION ASSISTANCE PROGRAM.

In writing *Tuition Assistance Program: Policies, Responsibilities, and Guidelines*, The Park School automatically accepts its outlined responsibilities. To create a true partnership, your understanding of this document is critical. Therefore, we require your signature below to indicate that you have read and understand the contents, and that you accept your responsibilities in full.

name of student applicant (s)

signature

date

signature

date