

CAROL NURSERY SCHOOL

2011-2012 School Year

Dear Parent/Guardian:

In order to make its programs available to a wide range of students, Carol Nursery School offers tuition reductions to eligible families. The reductions are made on a sliding scale based on the yearly income of the applicant's family and must be approved by a majority vote of the Executive Committee of the Board of Trustees of the Parents' Association. Applicants are required to submit proof of income* to the Vice President of the Board of Trustees. This information, on an anonymous basis, will be provided to the Executive Committee of the Board of Trustees for its consideration. It is also possible for families with emergency expenses or other extenuating financial needs to receive a reduction in tuition. Again, appropriate documentation, along with the application, must be submitted to the Vice President of the Board of Trustees.

The amount of financial aid will be calculated by reducing the tuition (excluding snack fees) by a percentage based on the applicant's income. The amount of financial aid for the four and five-day programs will be limited to the maximum percentage applied to the four-day program. The 10% sibling discount is not available to families receiving financial aid. While Carol Nursery School would like to assist all families in need, **there is a predetermined amount of aid available each school year.**

A letter of request, briefly explaining your financial situation, is required along with proof of income. These **documents must be submitted no later than April 18, 2011.** Questions, forms and correspondence should be directed to the Vice President of the Board of Trustees to ensure that confidentiality is maintained. If you would like to request financial aid, please feel free to contact me or submit your forms.

Sincerely,

Viv Barrett, Vice President
Carol Nursery School Board of Trustees
(216) 921-1713

* In absence of U.S. tax forms- for foreign students:

- 1) Copy of Student Visa
- 2) Copy of letter from university tendering scholarship
- 3) Signed letter stating no U.S. or foreign source of income