What is Guided Tuition? The Guided Tuition Program allows families to apply for a reduced tuition, as opposed to applying for a 'grant' or an 'award'. The Guided Tuition level for each student is guided by our mission, the needs of our families and the budget of the school. The Guided Tuition Committee operates separately from the Admission process which means that an application for Guided Tuition does not impact your child's admission to the school. Current students applying for Guided Tuition must be in good standing with the school.

What is the deadline for applying for Guided Tuition?

Families new to Guided Tuition – March 2, 2015, or as soon as possible.
Families re-applying for Guided Tuition – April 15, 2015

To apply for Guided Tuition, ALL families must complete and submit the Private School Aid Service Form with the required forms and attachments. Your 2014 IRS tax return will be required. [Click here for the PSAS form.]

When will the amount of the Guided Tuition be communicated to families? For families new to Guided Tuition who comply with the March deadline, a determination letter will be sent by the Guided Tuition Committee in late April. For students re-applying for Guided Tuition and who meet the April deadline, the determination letters will be mailed in late May.

Who is eligible to apply for the Guided Tuition Program? All families who have submitted an enrollment contract by the designated due date with the deposit and who would like to be considered for reduced tuition are eligible to apply. Students of all grade levels are eligible.

Will every eligible student receive Guided Tuition? The school's budget for financial assistance is limited, the pool of candidates requesting assistance is competitive and, therefore, we are unable to offer Guided Tuition to every student who qualifies and who is admitted to DCDS. Consequently, a timely request for guided tuition is critical.

Will Guided Tuition continue throughout a student's years at DCDS? Families will need to re-apply each year by completing the PSAS form in order to be re-considered for Guided Tuition. If the calculation confirms that continued assistance is necessary and the student is in good standing with the school, then the student will remain on the Guided Tuition Program. The student's Guided Tuition amount may change due to tuition increases, the school's available budget for Guided Tuition, or a change in the financial situation of the family.

Should a student contract for the 2015/2016 school year be submitted pending a Guided Tuition determination? Yes. You must first submit your child's enrollment contract with the enrollment deposit before you can be considered for Guided Tuition. If you decide the Guided Tuition determination amount does not meet your financial need and you choose to withdraw, you may notify Chief Financial Officer of your withdrawal within seven (7) days of the date on your Guided Tuition determination letter and request a refund of your enrollment deposit. Enrollment deposits are otherwise non-refundable.

Does every enrolling family need to complete PSAS financial forms? No. Only those families who wish to be considered for the Guided Tuition Program need to complete the PSAS forms. All families not applying for Guided Tuition will pay full tuition.

What is the tuition for the upcoming school year? Tuition for the next school year is released with the student contracts in January. You can view tuition for 2015-2016 by clicking here.
When will my payments be adjusted if I chose a monthly tuition payment plan?
If you chose a payment plan when you signed your enrollment contract and you accept the Guided Tuition amount, the Business Office will adjust your payment plan with the plan administrator when your Guided Tuition amount is determined.

Who handles questions regarding the Guided Tuition Program? General questions regarding the program may be answered by:
• Lower School: Jennifer Bullock
• Junior School: Lisa Zimmerman
• Middle School: Julie Bianchi
• Upper School: Timothy Bearden

Questions specific to your family circumstances should be directed to the Chief Financial Officer, Patricia Brand.

Who handles questions regarding the PSAS forms? You may submit questions directly to PSAS at their website: www.psas.org.

Will my financial information be kept confidential? Financial information submitted by parents in support of the Guided Tuition Program is held in confidence by the Guided Tuition Committee (Headmaster, Chief Financial Officer, and Guided Tuition Assistant) and Private School Aid Services.

What are the components used by PSAS and the school to calculate the family's financial need? The formula used to calculate aid is complex and therefore we are unable to provide benchmarks for income level necessary to warrant a reduced tuition. Components used in the calculation are as follows:
• **Number of Children in Tuition Charging Schools.** The formula calculates an amount of income available for tuition. This amount is divided by the number of children in tuition charging schools to determine the tuition rate for any one student.
• **Income.** Pre-tax income from wages, business or investments is considered. The formula considers various costs against this income in determining the family's ability to pay. If two parents reside in separate households, the income, and expenses of both households are considered.
• **Assets.** A portion of a family's major assets, investments, and savings are added to the gross income and considered available for tuition. The income assumed to be generated by assets also takes parent age into account with respect to the consideration of retirement savings.
• **Family Size.** Living allowance estimates are based on the number of people in the student's household. Income is adjusted by expenditures for housing, food, or medical needs to obtain the available discretionary income.
• **Unusual Expenses.** Documented expenses such as those for the care of an aging grandparent, parent educational loan payments, or uninsured medical expenses are considered when determining the Guided Tuition amount.
• **Divorced, Separated or Never Married Parent.** When applying for Guided Tuition from Detroit Country Day School, both parents are required to submit a PSAS Student Aid Form, with appropriate documentation. If you are a single or divorced parent, your application will not be processed unless this requirement is met. This information is requested as both parents retain the obligation to contribute to the education of their children, regardless of the terms of any divorce decree, agreements stating otherwise, or willingness to pay. The only exception to this policy is the case where the child’s other parent has had no involvement in the child's life. In this situation, a letter of verification from an independent party (lawyer, member of the clergy, school official, or other third party in a professional capacity) must be sent with your application.