

# Non-Tuition Expenses for Financial Aid Families

## Policies and Procedures 2018-2019

### TECHNOLOGY

**Policy:** Student laptops will be funded at the same percentage discount as the percentage of financial aid, up to \$1,100.

**Procedures:** If a laptop is needed and requested by the family, there are several options:

1. Purchase the laptop, submit the receipt, and receive reimbursement check;
2. Purchase the laptop, submit the receipt to the financial aid office, and amount will be deducted from balance of Campbell Hall bill;
3. Choose a laptop online; student or parent can either come to financial aid office to order or forward the information/link to financial aid office; laptop will be ordered using the school credit card.
4. Generally reimbursement is once every four years, if needed

### TRIPS

**Policy:** The discount will be the same percentage as tuition aid, up to the following caps:

\$2,000 for international trips

\$500 for domestic trips

\$1,000 for college tours

**Procedures:**

1. All families pay the full deposit;
2. The financial aid office will maintain confidentiality, but families may waive confidentiality by communicating directly with trip planners;
3. Parents may start the process by communicating directly with the trip planners (they can find % on financial aid letter, or emailing the financial aid office);
4. The % discount will be verified with the financial aid office by the trip planners;
5. After signing up, billing questions should be directed to the Campbell Hall Controller.

### ATHLETICS

**Policy:** Usually the athletic department takes care of spirit packs and equipment when the family indicates a need. The department may cover all or part, or extend the payment period.

**Procedures:** Families may speak with the Athletic Director, or contact the financial aid office.

## COLLEGE COUNSELING

### College Application Summer Intensive (CASI)

**Policy:** Discount is the same % discount as financial aid.

**Procedures:** Families should contact the financial aid office for registration guidelines.

### SAT or ACT Waivers

**Policy:** Families who are eligible under the federal free or reduced lunch program will receive SAT or ACT fee waivers from the College Board or ACT.

**Procedures:** Families should request SAT or ACT fee waivers from their college counselor. The college counseling office will verify eligibility from the financial aid office.

### College Application Fees

If colleges offer application fee waivers, college counselors can verify need with the financial aid office. When necessary, counselors write letters to colleges to request waivers and/or take the appropriate steps on the Common Application to have the application fee waived.

### Advanced Placement Exams

**Policy:** The College Board uses federal free/reduced lunch guidelines when granting discounts.

**Procedures:** The financial aid office will notify families whether they qualify under the free/reduced lunch guidelines. The college counseling office will verify eligibility, and will send out invoices for either the full cost or reduced fee.

## BOOKS

**Policy:** For grades 7-12, books are ordered online from MBS in August. Families receiving financial aid may choose the "student account" payment option, which means that the cost of books will be added to the Campbell Hall account, and the balance is paid over the course of the school year.

Families who have been notified that they are part of the Weingart program should also choose the student account option, but they will not be charged for books.

**Procedures:** Families order books from MBS in August. If they choose the "student account" option, their costs will be added to their Campbell Hall bill and do not need to be paid up front. Except in rare cases, the school does not cover books.

## SUMMER SCHOOL

### Middle School Quickstart

**Policy:** The junior high funds 50% of Quickstart for all incoming 7<sup>th</sup> graders who are on financial aid.

**Procedures:** Parents should notify the middle school office of their interest in Quickstart, and indicate request for discount. The office will verify eligibility.

### High School Summer School/Academic or Enrichment Classes

**Policy:** Financial aid discounts will cover CASI and some summer school courses. The discount will be the same percentage as the percentage of aid awarded in 2018-2019. Summer school courses include only those required for graduation that can only be taken at Campbell Hall, i.e. Art History, Music History, and Senior Seminars. There is no financial aid for other academic or enrichment summer school courses, nor for any courses being taken for remediation.

**Procedures:** Contact the financial aid office for registration guidelines.

## PROM and WINTER FORMAL

**Policy:** One ticket will be provided for all financial aid students who are attending winter formal or prom.

**Procedures:** The financial aid office sends an email prior to each event, with a link for sign-ups.

## TESTING

**Policy:** If Learning Specialists recommend diagnostic testing, Campbell Hall will cover the same percentage as financial aid, with a cap of \$5,000.

**Procedures:** This is a one-time cost. Families may either pay and be reimbursed up to their eligible amount, or the school can be billed directly and the financial aid office will pay the tester directly. Campbell Hall will not cover tutoring, since we have math and writing labs.

## School Bus Transportation

**Policy:** Cost of the school bus transportation will be the same percentage as tuition.

**Procedures:** Sign-up through the business office during the summer.

