

Covered Non-Tuition Expenses for Families Participating in the Campbell Hall Financial Aid Program Policies and Procedures 2024-2025

The Campbell Hall Financial Aid Program includes many benefits beyond the base grant amount. Some are automatic such as waiving the 4% service charge for the 10-month tuition payment plan and others are requested by you, as needed. Look for additional communications from the Financial Aid office throughout the year with offers for a variety of other discounts.

Most discounts are based on a percentage of your grant to tuition. We refer to it throughout this document as the tuition discount percentage. You will find your tuition discount percentage on your grant letter. Some discounts have a 10% minimum fee.

Occasionally, some items not listed here may be covered for families experiencing extreme financial hardship.

Confidentiality is important to us so your discount and billing information stays within the financial aid and business offices. However, there are some cases when another CH employee may need your info to process a discount such as ACT waivers and summer school classes.

Please contact us at financialaid@campbellhall.org if you have any questions about these or other non-tuition costs not on this list.

Technology

Policy: Student laptops (grades 7 - 12) and other technology items will be funded at the tuition discount percentage, up to \$1,300. This benefit is limited to once every four years, if needed. It is strongly recommended that families purchase an extended warranty on laptops.

Procedures: There are two options available when a laptop or other technology item is needed and requested by the family:

1. Purchase the item, submit the receipt to financialaid@campbellhall.org, and receive a reimbursement check;
2. Choose a laptop or other technology item online and forward the information/link to financialaid@campbellhall.org; the laptop will be ordered and paid with a school credit card. Delivery/pickup arrangements will be coordinated with a parent.

School Bus Transportation

Policy: The cost of school bus transportation will be reduced by your tuition discount percentage. All families pay the \$50 deposit.

Procedures: Sign-up on the Campbell Hall website.

Trips

Policy: The tuition discount percentage will be applied to optional trips with a 10% minimum fee, up to the following caps: \$2,000 for international and \$500 for domestic trips.

Procedures:

1. Trips through a Travel Company
 - a. Set up an account with the Travel Company as instructed by the trip planner;
 - b. All families pay the full deposit and set up a payment plan;
 - c. The Financial Aid Office will make a payment to your account with the Travel Company based on your tuition discount percentage up to the cap and including the 10% minimum;
 - d. The balance of the payments will be the responsibility of the family.
2. Trips through Campbell Hall
 - a. The trip planner will provide the Financial Aid Office with a list of participants;
 - b. The tuition discount percentage and 10% minimum will be applied, up to the cap;
 - c. The balance due will be added to your student billing account on Blackbaud Tuition Management.

Outside Service-Learning Trips (OSL)

Policy: The tuition discount percentage will be applied to the cost of the trips with a 10% minimum.

Procedures: The OSL director will provide a list of participants for each OSL trip to the Financial Aid Office. The tuition discount percentage will be applied with a 10% minimum and the balance due will be added to your student billing account on Blackbaud Tuition Management.

College Tour Trips

Policy: The tuition discount percentage will be applied up to a maximum of \$1,000 once for each high school student.

Procedures: Submit receipts to the Financial Aid Office for reimbursement for flights, lodging, meals, and other trip expenses. Include a list of institutions visited.

Athletics

Policy: The tuition discount percentage will be applied to the price of participation fees/spirit packs including a 10% minimum fee.

Procedures: The Athletics Dept will provide a list of team participants to the Financial Aid Office. The tuition discount percentage will be applied and the balance due will be added to your student billing account on Blackbaud Tuition Management.

Performing Arts

Policy: The tuition discount percentage will be applied to the price of participation fees/meals & tshirts including a 10% minimum fee.

Procedures: The Performing Arts Dept will provide a list of theater and dance participants to the Financial Aid Office. The tuition discount percentage will be applied and the balance due will be added to your student billing account on Blackbaud Tuition Management.

Books (Grades 7-12)

Policy: Books are **not** covered by the Financial Aid Program except for families participating in the Weingart Program.

Families Participating in the Financial Aid Program

Procedures: The Financial Aid Office will email a notification with instructions for book ordering when the bookstore opens and the course schedules are released to the students. You may take advantage of our interest free payment plan by transferring the cost of textbooks to your Blackbaud Tuition Management student billing account.

Families Participating in the Financial Aid and Weingart Programs

Procedures: The Financial Aid Office will email a notification with instructions for book ordering.

College Counseling

College Application Summer Intensive (CASI)

Policy: The tuition discount percentage will be applied to the price of the CASI course with a 10% fee minimum.

Procedures: The Financial Aid Office will email a Summer Programs communication with a discount code. Register for CASI following the Summer Programs instructions and using the discount code. You will receive notification from the Summer Programs Office regarding payment of your discounted balance due.

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 with the Financial Aid Office.

Advanced Placement Exams

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

Procedures: The Financial Aid Office will notify the Testing Coordinator which students taking AP exams qualify for a discount under the guidelines. The Testing Coordinator will notify the families of the amount due.

Middle School Quickstart

Policy: The tuition discount percentage will be applied to the price of the QuickStart course with a 10% minimum fee.

Procedures: The Financial Aid Office will email a Summer Programs communication with a discount code. Register for QuickStart following the Summer Programs instructions and using the discount code. You will receive notification from the Summer Programs Office regarding payment of your discounted balance due.

High School Summer School Academic Classes

Policy: The tuition discount percentage will be applied to the price of some required courses with a 10% minimum fee. Discounts are not available for courses taken for remediation.

Procedures: The Financial Aid Office will email a Summer Programs communication with a discount code. Register for the academic class following the Summer Programs instructions and using the discount code. You will receive notification from the Summer Programs Office regarding payment of your discounted balance due.

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: The tuition discount percentage will be applied to the cost of diagnostic testing, with a cap of \$6,000, one-time for each student recommended for educational testing by a Campbell Hall Learning Specialist.

Procedures: Families may either pay and be reimbursed up to their eligible amount, or the school can be billed and the financial aid office will pay the tester directly.

Tutoring

Campbell Hall financial aid does not cover individualized tutoring.