

Covered Non-Tuition Expenses for Families Participating in the Campbell Hall Financial Aid Program Policies and Procedures 2025-2026

The Campbell Hall Financial Aid Program offers a range of benefits beyond the base grant amount. Some of these benefits are automatic such as waiving the 4% service charge for the 10-month tuition payment plan while others are available upon request, as needed. Throughout the year, you'll receive additional communications from the Financial Aid Office highlighting additional discount opportunities.

Most discounts are calculated using your **tuition discount percentage** (your grant amount divided by tuition). You can find your specific tuition discount percentage in your grant letter. Please note that some discounts are subject to a minimum fee of 10%.

In some cases, items not listed here may be covered for families experiencing significant financial hardship.

We take confidentiality seriously. Your discount and billing information is kept within the Financial Aid and Business Offices. However, in specific situations, relevant information may be shared with other Campbell Hall staff on a need-to-know basis.

If you have any questions about these or other non-tuition expenses not mentioned here, please reach out to us at financialaid@campbellhall.org.

Technology

Policy: Student laptops (grades 7 - 12) and other technology items will be funded at the tuition discount percentage, up to a maximum of \$1,300. This benefit is available once every four years, if needed. Families are strongly encouraged to purchase an extended warranty for laptops.

Procedures: Purchase the item then submit the receipt to financialaid@campbellhall.org to receive a reimbursement check.

If this process creates a financial hardship, please don't hesitate to reach out to us at the same email address.

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 all 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 all 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 for flights, lodging, transportation, meals, and other trip-related expenses to financialaid@campbellhall.org for reimbursement. Be sure to include a list of the institutions you 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 all 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 & shirts including a 10% minimum fee.

Procedures: The Performing Arts Dept will provide a list of all 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 before the start of school. 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.

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