AFFORDING HAMLIN

A GUIDE TO FINANCIAL ASSISTANCE
FOR 2020-2021
AFFORDING HAMLIN

Our goal is to make a Hamlin education accessible to qualified students whose families understand and embrace the mission of the School.

To support a socio-economically diverse and inclusive community, the School provides financial assistance awards ranging from $1,000 to $39,300. Financial assistance can include tuition, extended care, and educational support as needed. Hamlin encourages families to apply for financial assistance, even if only a modest grant would make a difference.

While each family carries the primary responsibility for financing its daughter’s education, the School works in partnership with individual families to develop a sound financial plan. For some families, a creative payment plan may be the solution. For others, it will be a combination of school and family resources.

Investing in an independent school education requires significant commitment to financial planning and prioritizing. We recognize that the cost of private school tuition has become increasingly challenging. Accordingly, Hamlin has made a commitment to increase substantially its available funds for financial assistance grants.

WE’RE HERE TO HELP!

If I have questions about financial assistance, whom should I ask?

Lisa Lau Aquino ’81, Director of Admission
415.674.5400
aquino@hamlin.org

Wanda M. Holland Greene, Head of School
415.674.5403
holland_greene@hamlin.org
LET US WALK YOU THROUGH THE PROCESS

STEP 1: FALL (SEPTEMBER TO DECEMBER)

1. All prospective families receive Affording Hamlin information with their admission packets. Questions about financial assistance should first be directed to Lisa Lau Aquino ’81, Director of Admission.

2. All families are invited to attend an Affording Hamlin information workshop on campus. Affording Hamlin information workshops are optional and are held on campus in the fall to provide a forum for questions and answers about various financial assistance options, and for assistance in completing the School and Student Services (SSS)* Parents’ Financial Statement (PFS).

3. Currently enrolled families considering applying for financial assistance can request information by contacting Lisa Lau Aquino ’81, Director of Admission, 415.674.5400 / aquino@hamlin.org.

4. Currently enrolled families who are presently receiving financial assistance, and who expect to continue to demonstrate need, must reapply for the coming year. A reminder to complete a new School and Student Services (SSS) Parents’ Financial Statement (PFS) is automatically sent in the fall to all families currently receiving financial assistance. Questions should be directed to Lisa Lau Aquino ’81, Director of Admission, 415.674.5400 / aquino@hamlin.org.

STEP 2: WINTER (JANUARY AND FEBRUARY)

1. Complete the online School and Student Services (SSS)* Parents’ Financial Statement (PFS).

2. Submit 2019 Federal Income Tax 1040 and W-2 forms to SSS.

3. Submit IRS 4506t form to SSS.

STEP 3: SPRING (MARCH AND APRIL)

1. Applicant families receive notification of financial assistance grants with their daughter’s admission notifications in mid-March.

2. Currently enrolled families who have completed the financial assistance application will receive notification of financial assistance grants by mid-April.

YEAR-ROUND

Any currently enrolled family whose financial situation changes unexpectedly is encouraged to contact Wanda M. Holland Greene, Head of School, or Lisa Lau Aquino ’81, Director of Admissions, in order to make reasonable and appropriate changes to an existing payment plan or to request financial assistance information.

* School and Student Services by Community Brands (SSS) is a service in partnership with the National Association of Independent Schools (NAIS). SSS is used by more than 1,900 K-12 schools and organizations across the country to help assess a family’s ability to pay for independent education and to help families feel confident that their request for financial assistance is being treated objectively and professionally.
HOW WE EVALUATE YOUR FINANCIAL ASSISTANCE APPLICATION

PART I: MATERIALS COMPLETED BY ALL APPLICANTS

All financial assistance grants are based entirely on need, as defined by a standard set of reporting requirements that include completion of the following:

1. School and Student Services (SSS) Parents’ Financial Statement (PFS).
3. 2019 W-2 form submitted to School and Student Services (SSS).
4. IRS 4506t form submitted to School and Student Services (SSS).

PART II: SCHOOL AND STUDENT SERVICES RECOMMENDATIONS

School and Student Services (SSS) computes a family’s tuition contribution based upon a standardized calculation used by independent schools. The SSS calculation is derived by making an allowance for basic living expenses and taxes; the remaining funds are then considered discretionary income available for education. This system considers:

1. Gross taxable income
2. Assets (home equity, savings/investments)
3. Family size
4. Number of children in tuition-charging schools

PART III: THE HAMLIN SCHOOL’S FINANCIAL ASSISTANCE POLICY

The Financial Assistance Committee at Hamlin, consisting solely of School administrators, reviews all financial assistance applications in strictest confidence. Upon receipt of the SSS recommended calculations, the Committee takes into consideration the cost of living in the San Francisco Bay Area as well as information about individual family circumstances to determine grants.

1. It is the responsibility of all parents in a family to assume the costs of education for their child(ren) to the extent that they are able to accept the responsibility.
2. Financial assistance is based on financial need, not on the willingness or unwillingness of any parent to pay.
3. In the case of separated or divorced parents, the School requires that all parents supply complete financial information so that a fair assessment of need can be made. It is the position of the School that divorced or separated parents retain the obligation to contribute to the education of their children, whether or not there is a legal agreement between them to do so. Many divorce settlements stipulate the exact amount each parent must contribute toward educational costs or which parent is responsible for which costs and for how long. We do not abide by such guidelines; rather, the School makes a determination of the combined ability to pay. It is the responsibility of the parents/guardians to determine how to pay the School.
4. The Financial Assistance Committee will consider the financial resources of all parenting adults (biological, adoptive, stepparents, guardians) playing a role in the child’s life before making an award. All parents must, therefore, provide the financial information that is required to process a financial assistance application. If any parent is remarried, we will take into consideration the obligations of a remarried parent to his or her new family. We will include in the calculations the resources of the new parent as well, bearing in mind the obligation of that parent to his or her other children.

5. The School may waive the requirement of financial information from the non-custodial parent and his or her spouse when the non-custodial parent’s whereabouts are unknown, or when the non-custodial parent does not have a place in the child’s life.

6. In families where all children attend school on a full-time basis, financial assistance awards will be based on the assumption that all parents will be employed so that each will be able to contribute to the cost of his/her child’s education in present and future years.

7. It is the responsibility of the parents, not the School, to see that the paperwork for financial assistance is completed in a timely manner.

8. Once financial assistance is granted to a family, the School will continue to award an annual grant, provided the family completes the necessary application process according to the School’s schedule and continues to demonstrate need for assistance.

9. For applications received after the deadline, financial assistance decisions will be made upon receipt of requested information on a rolling, funds-available basis to those families demonstrating need.

PART IV: SCHEDULE FOR FINANCIAL ASSISTANCE AWARDS

1. By January 22, 2020, Parents’ Financial Statement (PFS) is sent to School and Student Services (SSS) for processing. Submitting the PFS is the critical first step in the financial assistance process.

2. By February 19, 2020, a copy of the 2019 Federal Income Tax (FIT), including all schedules, a copy of the 2019 W-2 form (Wage and Tax Statement 2019), and a signed copy of the IRS 4506t form should be sent to School and Student Services (SSS). A copy of the student’s FIT should be included, should she be required to file one. (An estimate of a family’s 2019 tax return may be submitted initially and later replaced when the final return is completed.)

3. On March 18, 2020, awards will be made to those families who have returned the paperwork and demonstrated need. Letters of acceptance and financial assistance awards are mailed together.

4. After March 18, 2020, financial assistance decisions will be made upon receipt of requested information on a rolling, funds-available basis to those demonstrating need.

5. Currently enrolled families receive notification of financial assistance grants by the end of April.
RANGE OF ELIGIBILITY FOR FINANCIAL ASSISTANCE

At Hamlin, families of varying financial means qualify for assistance. The boxes below show a range of household incomes, all of which meet the standard for a financial assistance award. Hamlin’s commitment to building and supporting a socio-economically diverse and inclusive community is demonstrated in these six case studies.

ASSUMPTIONS:
- Both parents working when children are of elementary school age
- Divorced/separated families share the responsibility
- Extended Day, summer programs, and educational support may be included in total award

<table>
<thead>
<tr>
<th>FAMILY 1</th>
<th>FAMILY 2</th>
<th>FAMILY 3</th>
<th>FAMILY 4</th>
<th>FAMILY 5</th>
<th>FAMILY 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Taxable Income</td>
<td>$135,000</td>
<td>$490,000</td>
<td>$200,000</td>
<td>$51,000</td>
<td>$435,000</td>
</tr>
<tr>
<td>Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Equity</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td>Savings/Investments</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td># of children in tuition-charging schools</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Tuition Assistance</td>
<td>$26,500</td>
<td>$7,500</td>
<td>$24,500</td>
<td>$35,350</td>
<td>$8,500</td>
</tr>
<tr>
<td>Gross Taxable Income</td>
<td>$435,000</td>
<td>$150,000</td>
<td>$490,000</td>
<td>$51,000</td>
<td>$435,000</td>
</tr>
<tr>
<td>Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Equity</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Savings/Investments</td>
<td>no</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td># of children in tuition-charging schools</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Tuition Assistance</td>
<td>$8,500</td>
<td>$29,000</td>
<td>$7,500</td>
<td>$35,350</td>
<td>$8,500</td>
</tr>
</tbody>
</table>
FREQUENTLY ASKED QUESTIONS

Does applying for financial assistance affect my daughter’s chances of being admitted?
No. Students are considered for admission without regard to financial need. The School wholeheartedly welcomes those of all economic means. Applying for assistance does not lessen the likelihood of being admitted to Hamlin.

If I expect that my circumstances would only allow for a small grant, should I still apply?
Yes, absolutely! For the 2019-2020 school year, Hamlin is awarding grants ranging from $1,000 to $39,300. The School recognizes that for some families even a small amount of assistance can make a critical difference.

Is financial assistance automatically renewed each year?
No. Each family is required to reapply for assistance annually and must submit the necessary forms within the established time frame in order to qualify. As long as a family continues to demonstrate need, the School will work diligently to make tuition more affordable.

As tuition levels increase, do grants increase as well?
Yes. Financial assistance grants increase when tuition increases, and in direct proportion to the family’s continuing need.

Are there accommodations made for significant changes in financial status?
Yes, absolutely! Hamlin realizes that some families experience unexpected financial stresses due to a sudden loss of job, a family illness, or other circumstances, and the School works closely with families who face unexpected and significant changes in financial status. Families are strongly encouraged to contact the School as soon as it becomes apparent that a modified payment plan or additional resources may be needed.

What school related expenses does financial assistance cover?
Financial assistance grants may cover tuition, extended day and summer programs, educational support, and other school-related expenses.

Are the deadlines important?
Yes, they are. In order to make fair and expeditious decisions for all families, and to ensure the implementation of a successful program, it is very important to adhere to the established deadlines. However, when a family is unable to obtain all necessary tax information by the financial assistance application deadline, a provisional 1040 may be submitted. Of course, all awards will be subject to verification of the 1040 information.

Are assets as important as income in determining a grant?
Yes. All assets are factored into the report and recommendation provided by School and Student Services (SSS).
Who sits on the Financial Assistance Committee?
Financial assistance applications are handled with strictest confidence by a small group of School administrators. The only individuals who review the financial assistance applications are the Director of Admission, Chief Financial Officer, and Head of School.

If I do not qualify for financial assistance, what are my options?
Hamlin works closely with families to determine the payment plan that best suits each family's needs. Single, double, quarterly, ten-month, and individual payment plans are available. In addition, applications for a limited number of grants and loans from other organizations may be obtained from the Business Office.

What is the actual cost of educating a student at Hamlin?
For the 2019-2020 school year, the actual average cost of educating a Hamlin girl is $41,243. The tuition of $35,850 does not cover the full cost of educating each girl. The balance is covered by gifts to the Annual Fund, fundraising efforts by our Parents Association and disbursements from our Endowment.

The difference between the tuition charged and actual costs means that every student at Hamlin receives a form of financial support.

How are the funds for financial assistance derived?
The funds for financial assistance are derived from:

- The School’s operating budget
- The annual fundraising activities of the Parents Association
- Voluntary donations to the Annual Fund
  (all donations to the Annual Fund are 100% tax-deductible)
- Disbursements from the Endowment Fund for Financial Assistance

What is the financial assistance budget?
The financial assistance budget for the 2019-2020 school year is $2,515,000.

Will I be approached to contribute to the Annual Fund?
Indeed, all families, whether or not they receive a financial assistance grant, will be asked to donate to the Annual Fund, as it is a vital link to the overall health of the School. As a parent or guardian of a Hamlin student, you will be asked to give of your time, energy, and resources to the extent that you are able.

At Hamlin, we care deeply about the level of parental participation in the Annual Fund, as it is a tangible indicator of the support and partnership between parents and the School. Every gift, regardless of its size, matters. Our annual goal is 100% parent participation in the Annual Fund.

In what ways can I support Hamlin?
We welcome your assistance! Hundreds of volunteer positions that accommodate a variety of schedule needs exist at the School. Contact Lisa Aquino ’81, Director of Admission, at aquino@hamlin.org or 415.674.5400 for more information.
FACTS Tuition Payment Plans and Online Billing

Hamlin works closely with families to determine the payment plan that best suits each family's needs. FACTS, a tuition management system, is paperless and flexible. This system sends email due date reminders, allows you to track payments online and has mobile payment options.

Families select either a one, two, four or ten payment plan. Each plan has the option of “Automatic Payments” (direct withdrawal from your bank account) OR “Invoice,” which you may pay online or by check to the School.

Financial assistance, when awarded, will be deducted from the annual tuition; the payment plan options will be adjusted for the new balance. Grants from other organizations such as THE BASIC Fund are also available.

If you have any questions about payment plans, please contact Lisa Lau Aquino ’81, Director of Admission, at aquino@hamlin.org or 415.674.5400.

Sample Payment Schedules Through FACTS

Example 1: Full tuition
Total annual tuition: $35,850; Deposit paid with enrollment/re-enrollment: $1,500
Balance due: $34,350.

10 month payment plan for 2019-2020 school year:

<table>
<thead>
<tr>
<th>Payment Number</th>
<th>Payment Due Date</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>April 5 or April 20, 2019</td>
<td>$3,435</td>
</tr>
<tr>
<td>2</td>
<td>May 5 or May 20, 2019</td>
<td>$3,435</td>
</tr>
<tr>
<td>3</td>
<td>June 5 or June 20, 2019</td>
<td>$3,435</td>
</tr>
<tr>
<td>4</td>
<td>July 5 or July 20, 2019</td>
<td>$3,435</td>
</tr>
<tr>
<td>5</td>
<td>August 5 or August 20, 2019</td>
<td>$3,435</td>
</tr>
<tr>
<td>6</td>
<td>September 5 or September 20, 2019</td>
<td>$3,435</td>
</tr>
<tr>
<td>7</td>
<td>October 5 or October 20, 2019</td>
<td>$3,435</td>
</tr>
<tr>
<td>8</td>
<td>November 5 or November 20, 2019</td>
<td>$3,435</td>
</tr>
<tr>
<td>9</td>
<td>December 5 or December 20, 2019</td>
<td>$3,435</td>
</tr>
<tr>
<td>10</td>
<td>January 5 or January 20, 2020</td>
<td>$3,435</td>
</tr>
</tbody>
</table>
Example 2: Full tuition
Total annual tuition: $35,850; Deposit paid with enrollment/re-enrollment: $1,500
Balance due: $34,350

4 month payment plan for 2019-2020 school year:

<table>
<thead>
<tr>
<th>Payment Number</th>
<th>Payment Due Date</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>June 5 or June 20, 2019</td>
<td>$8,587.50</td>
</tr>
<tr>
<td>2</td>
<td>August 5 or August 20, 2019</td>
<td>$8,587.50</td>
</tr>
<tr>
<td>3</td>
<td>October 5 or October 20, 2019</td>
<td>$8,587.50</td>
</tr>
<tr>
<td>4</td>
<td>December 5 or December 20, 2019</td>
<td>$8,587.50</td>
</tr>
</tbody>
</table>

Example 3: Partial tuition - $15,000 financial assistance award
Total annual tuition: $35,850; Deposit paid with enrollment/re-enrollment: $1,125
Balance due: $19,725

10 month payment plan for 2019-2020 school year:

<table>
<thead>
<tr>
<th>Payment Number</th>
<th>Payment Due Date</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>April 5 or April 20, 2019</td>
<td>$1,972.50</td>
</tr>
<tr>
<td>2</td>
<td>May 5 or May 20, 2019</td>
<td>$1,972.50</td>
</tr>
<tr>
<td>3</td>
<td>June 5 or June 20, 2019</td>
<td>$1,972.50</td>
</tr>
<tr>
<td>4</td>
<td>July 5 or July 20, 2019</td>
<td>$1,972.50</td>
</tr>
<tr>
<td>5</td>
<td>August 5 or August 20, 2019</td>
<td>$1,972.50</td>
</tr>
<tr>
<td>6</td>
<td>September 5 or September 20, 2019</td>
<td>$1,972.50</td>
</tr>
<tr>
<td>7</td>
<td>October 5 or October 20, 2019</td>
<td>$1,972.50</td>
</tr>
<tr>
<td>8</td>
<td>November 5 or November 20, 2019</td>
<td>$1,972.50</td>
</tr>
<tr>
<td>9</td>
<td>December 5 or December 20, 2019</td>
<td>$1,972.50</td>
</tr>
<tr>
<td>10</td>
<td>January 5 or January 20, 2020</td>
<td>$1,972.50</td>
</tr>
</tbody>
</table>

Example 4: Partial tuition - 15,000 financial assistance award
Total annual tuition: $35,850; Deposit paid with enrollment/re-enrollment: $1,125
Balance due: $19,725

4 month payment plan for 2019-2020 school year:

<table>
<thead>
<tr>
<th>Payment Number</th>
<th>Payment Due Date</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>June 5 or June 20, 2019</td>
<td>$4,931.25</td>
</tr>
<tr>
<td>2</td>
<td>August 5 or August 20, 2019</td>
<td>$4,931.25</td>
</tr>
<tr>
<td>3</td>
<td>October 5 or October 20, 2019</td>
<td>$4,931.25</td>
</tr>
<tr>
<td>4</td>
<td>December 5 or December 20, 2019</td>
<td>$4,931.25</td>
</tr>
</tbody>
</table>