

Financial Assistance Policies and Procedures

Hawken's commitment to "Fair Play" extends to the financial assistance program. Hawken offers need-based financial assistance grants established upon factual information and the financial analysis families provide and as calculated by the School and Student Services for Financial Aid (SSS). Intended as a supplement to a family's resources, rather than a replacement of those resources, financial assistance awards are re-evaluated each year for every family. Hawken's funds are reserved for those families who have no alternative to requesting assistance.

Procedures for New Families:

- ❖ Complete the Application for Admission (including student interview);
- ❖ Submit the Preliminary Application for Financial Assistance to the Admission Office by January 10th;
- ❖ Submit the PFS (either by mail or on-line) no later than January 25th. Use actual official 2006 tax returns, and estimate the 2007 information where appropriate;
 - Applicants in grades 4-12 who complete both the admission and financial assistance applications by the first round (December 7) will receive provisional financial assistance awards January 18, 2008;
 - Applicants in grades k-12 who complete the admission application by March – and the financial assistance application by --- will receive decisions on ---
- ❖ Send a signed copy of the official 2006 1040 (or equivalent) and all schedules to the Office of Financial Assistance by December 7 (Round 1) or February – (Round 2);
- ❖ Send copies of all 2007 W-2's to the Hawken Office of Financial Assistance/Upper School Admissions by February 1, 2008.

Procedures for Retuning Families:

- ❖ Submit the PFS on-line to www.nais.org/financialaid/sss by December 14, 2007. Use actual official 2006 1040 (or equivalent) and estimate the 2007 information where appropriate;
- ❖ Send a signed official copy of the 2006 IRS 1040 (or equivalent) and all schedules to Hawken by January 15, 2008;
- ❖ Send copies of all 2007 W-2's to Hawken by February 1, 2008;
- ❖ Hawken reserves the right to request a signed IRS form 4506 at any time.

Policies:

- Financial Assistance awards are determined each year for each student, and are based on factual information. Awards are not automatically renewable, and are subject to change each year.
- Families currently not receiving financial assistance who are experiencing temporary financial difficulties may apply for assistance on a temporary basis, depending on the circumstances.
- All parents are required to complete a PFS and submit it to the School and Student Services each year.
- All parents who own a business/farm must supply Hawken with copies of financials (profit/loss, cash flow, etc) and a copy of the current business tax return. Appropriate SSS forms must also be submitted.
- Parents who have formed Limited Partnerships must submit copies of the partnership return and K-1's.
- Copies of trust agreements (for child or parent) should be submitted to Hawken.
- Should discrepancies be discovered in the information provided to Hawken School, we reserve the right to withdraw financial assistance at any time.
- Please refer to www.Hawken.edu or consult the Office of Admission and Financial Aid for more details regarding the financial aid procedures and policies.