

# The Dorris-Eaton School Financial Aid Process

## Information for 2012-2013

Thank you for your interest in The Dorris-Eaton School. You may begin your application for financial aid starting November 10, 2011, as described below. To be eligible for consideration for financial aid you must complete your Financial Aid Application by **January 3, 2012 (current returning DES financial aid families) or February 3, 2012 (for all new financial aid applicant families)**. We will communicate decisions about financial aid when we communicate admission decisions and/or with reenrollment materials for current families. Awards may be withdrawn if not accepted by the deadlines designated with the enrollment contracts. Late applicants will be considered only if funds are still available.

The Dorris-Eaton School uses TADS (Tuition Aid Data Services), to process financial aid applications. Based on the financial information you provide, TADS gives us an estimated amount your family can contribute to educational expenses. This estimate is a starting point to help us make fair and objective financial aid decisions. To begin your financial aid application for the 2012-13 school year, follow these steps:

### Online

1. To fill out a Financial Aid Application, please click on this link <http://www.mytads.com>.
2. In the blue box titled "Financial Aid Assessment" click on "Click Here to Apply" and follow the prompts to create an account and password.
3. Assistance is provided by TADS from 8 A.M. to 8 P.M. (central) at 1-800-477-8237, or at [support@TADS.com](mailto:support@TADS.com).
4. Once submitted, you will be given a Reference Number which will allow you to check the status of the Financial Aid Application. Only one Financial Aid Application must be completed, regardless of how many children you have applying to our school.
  - *When parents are separated or divorced and both bear financial responsibility for the child/children, both parents must submit a financial aid application in the event both parents are seeking financial aid.*
5. You will be asked to provide your password and reference number should you need to return to your Financial Aid Application at a later date, prior to submitting it. Once completed, submit and pay for the Financial Aid Application.
6. The required supporting documentation (**2010 Federal 1040's, all schedules, and W-2's, including 2011 W-2's**) must be mailed, faxed, or uploaded to the TADS system by the required deadline. New applicants must also include a copy of your 2009 Federal 1040's and all schedules. Choose one of the following methods for sending documents to TADS; Upload documents at [www.tads.com/upload](http://www.tads.com/upload). Fax documents to TADS at 612-548-3326 or mail supporting documents to: TADS, 1201 Hawthorne Avenue, Suite 100, Minneapolis, MN 55403 USA.

### Application by Mail:

1. If you are unable to apply online and instead require a printed TADS Financial Aid Application, call TADS at 800-477-8237 or email [support@tads.com](mailto:support@tads.com) to request one be sent to you. There is an additional \$3.00 fee for processing paper applications.
2. Complete the Financial Aid Application and return it and all required backup documents (see #6 above) to: TADS, 1201 Hawthorne Avenue, Suite 100, Minneapolis, MN 55403 USA.
3. Backup documents may also be faxed to TADS at 612-548-3326. However, the Financial Aid Application can only be mailed or completed online.

*Note: If you apply for financial aid online, your information will be delivered more quickly to our school, allowing us to make a faster decision about your eligibility for financial aid.*

**Families who have completed the financial aid application and submitted their required forms on time will be given priority consideration for financial aid funds. Please adhere to The Dorris-Eaton School financial aid application deadlines. It is not possible for Dorris-Eaton to consider requests for financial assistance after admission decisions are made.**

### **Parental Responsibilities**

We understand and appreciate the financial commitment families undertake in deciding to send their children to private school. And although paying for education is first and foremost the responsibility of a family, the purpose of the Dorris-Eaton financial aid program is to fill the gap between the actual cost of a year's tuition and what a family can realistically be expected to pay toward this cost.

Dorris-Eaton recognizes that families have the freedom and the responsibility to make choices regarding their financial status. If, however, only one parent works outside the home and the child/children are all of school age, the Financial Aid Committee will "impute" an income for a non-working parent in determining a family's financial need. Please make known to the Financial Aid Committee any special circumstances to be considered on the *Supplemental Financial Aid Questionnaire* portion of the Financial Aid Application. Dorris-Eaton's policy is to decline to subsidize financial aid for a parent's voluntary reduction in income (voluntarily terminating employment, choosing to start a business, returning to school for professional or graduate work, etc.). The School considers such as a voluntary reduction in income and again reserves the right to "impute" an income for that non-working parent in determining a family's financial need.

If more than one child in a family attends an institution requiring tuition, Dorris-Eaton requires that the family apply for aid at each institution. Dorris-Eaton cannot subsidize tuition at other schools. Note: TADS computes the total funds available for education and divides that amount by the number of children attending tuition-charging schools.

Every financial aid award is made for one year. Each year parents must submit the necessary forms to TADS by the stated deadline.

The policies outlined above are to insure equitable and fair distribution of financial aid funds. The financial aid process is conducted with concern and respect for the family's privacy within the school community and all financial aid awards are confidential agreements. The School does not share information with any other party and families are not to discuss financial aid information with anyone outside of the Office of Admission. For more information, contact Jeanne Maoggi, Lower School Dean (grades K-5) at [jmaoggi@dorriseaton.com](mailto:jmaoggi@dorriseaton.com) or Trina Spencer, Upper School Dean (grades 6-8) at [tspencer@dorriseaton.com](mailto:tspencer@dorriseaton.com).

### **Helpful Hints**

1. Please note deadlines so that grants are not delayed or forfeited due to late applications and/or lack of funds.
2. Use good faith estimates for items where you may not know the exact number.
3. Do not wait to complete your tax return in order to complete your Financial Aid Application.
4. Some items require a brief explanation. Please fill in those spaces provided. Missing explanations may delay and/or alter your child's financial aid award.
5. Keep track of your TADS login and passwords, as you will need these to access information as well as to reapply in future years.