

# St. Frederick High School

*The mission of St. Frederick High School is to strengthen young minds for a brighter future by promoting high levels of academic achievement, servant leadership, and cultural awareness in a Catholic environment centered around Jesus Christ.*

## FINANCIAL AID POLICY

St. Fredrick High School (SFHS) understands the cost of a private Catholic education and recognizes that certain students may not have the opportunity to attend SFHS without receiving need-based financial assistance. In view of this, SFHS has adopted a financial aid program. The goals, terms, conditions and limitations of this financial aid program are set forth herein.

It is the policy of SFHS and the Board of Directors to consider all financial aid applications and any information supplied in association therewith as confidential information. The Committee shall not divulge any information disclosed in the application process to any other parties, including but not limited to the full Board of Directors.

The SFHS financial aid policy will consider in an equitable fashion all financial aid applications without regard to race, age, sex, national origin, gender, physical/emotional impairment, or religion.

Financial aid is offered based on the financial need of qualifying parents or guardians (**“Parents”**) of students who have been admitted to SFHS and who have registered for the upcoming school year or semester (if applying for financial aid mid-academic-year or if known that the student will attend only one semester of the school year). The availability of financial aid is subject to the overall limit of funds dedicated to this purpose as designated by the SFHS Board of Directors (the **“BOD”**) and the Financial Aid Committee (the **“Committee”**) arm of the **BOD**.

Those discounts, allowances or other tuition breaks which are not need-based, but which are given based upon a person or family’s status (i.e. parishioner of certain Catholic congregation, Catholic status, employee of SFHS, etc.) are not considered need-based “financial aid” and are not governed by this policy.

Financial aid shall be used to subsidize standard tuition only. No financial aid shall be offered with respect to other incidental fees and expenses (i.e. school and/or equipment fees, extracurricular activities etc.). Such other expenses shall remain the responsibility of the Parents and all payment of such other expenses must be made in a timely manner.

## **Goals for Need-Based Financial Aid at SFHS**

The SFHS financial aid program has three primary goals:

- A. To support and further our above mission statement;
- B. To provide students an opportunity for education which might otherwise be inaccessible;
- C. To continually support a diverse social and economic student population.

### **Conflict of Interest**

No person in the immediate family of a person applying for financial aid shall serve on the Committee. In the interest of preserving the privacy of any such person, he/she shall inform the Bishop of the Diocese of Shreveport and the President of BOD of their inability to serve and the President of the BOD shall select a qualified individual from the BOD at large to serve in his or her stead. The report to the Board shall not contain any mention of the party's inability to serve.

### **Joint Custody Situations**

In joint custody situations, the financial circumstances of BOD parents shall be considered in determining eligibility for financial aid. If one party refuses to apply for financial aid, the Committee shall have the discretion, but not the obligation, to consider only the applying Parent's financial situation; however, full consideration will be given to any Joint Custody Implementation Plan and/or court orders regarding child support and/or alimony.

### **The Financial Aid Committee**

The financial aid policy is set by the BOD and administered by the Financial Aid Committee which shall consist of:

- A. The Bishop, or his designee, of the Catholic Diocese of Shreveport;
- B. The SFHS Principal;
- C. The SFHS Business Manager;
- D. The Chairman of the Finance Committee & Financial Aid Committee;
- E. The President of the SFHS BOD;
- F. A maximum of one to two additional members at the discretion of the Chairman of the Financial Aid Committee.

The Committee shall approve financial aid grants according to the purpose, terms, conditions and limitations of this Financial Aid Policy. The Committee may consider exceptions to the Financial Aid Policy, but such exceptions shall require approval of the Board. In considering exceptions to this Financial Aid Policy, the Committee shall adhere to the Privacy Policy set forth herein below and make the full BOD aware of any

deviations from this accepted Financial Aid Policy. To protect the privacy of the Committee members, service is confidential and no information is divulged in relation to the committee members.

### **General Terms for Consideration of Application by the Committee**

In addition to submission of an application, in order to be considered for assistance by the Committee, applicants must:

- A. Meet the academic and/or other qualifications for admission;
- B. Be registered for the year for which they are requesting assistance;
- C. Submit financial and other required information to Tuition Aid Data Services (called "TADS" or other similar service used by SFHS);
- D. Understand that a determination by TADS as to their level of need will be used by the Committee to help determine their financial need.
- E. Have 'current' student tuition accounts and financial obligations to SFHS.

**Applications must be submitted and the financial eligibility re-verified on an annual basis regardless of the prior year qualification.**

### **Timing for Applications for Financial Aid**

Applications for financial aid, including the determination letter by TADS, must be received no later than May 30. Exceptions as to the deadline for applications may be made throughout the year as needed, however it should be noted that financial aid grants are generally approved in early April for the following enrollment year. If the Financial Aid budget is fully used, then any consideration of financial aid in excess of the budgeted amount would require approval of the Board to increase the financial aid budget in the amount of such grant. In the event that SFHS does not receive requested reports back from TADS or similar approved service in time to award the grants, SFHS shall notify families requesting financial aid of the delay and may extend their enrollment deadline. Incomplete or late applications may be rejected by the Committee.

### **Guidelines for Approving Need-Based Financial Aid**

The Committee shall generally adhere to the following guidelines for granting financial aid:

- A. Grants shall not be awarded in amounts larger than the amount requested by the Parents;

- B. All grants shall generally be capped at 80% of tuition but the Financial Aid Committee retains the authority to award a deserving student up to 100% of tuition when extenuating circumstances warrant such an award;
- C. The grant to a student who is a previous recipient of a grant shall not increase in an amount larger than the increase in tuition absent a material change in Parent financial circumstances since the prior year application;
- D. In the event tuition decreases, the grant to a student who is the previous recipient of a grant shall decrease by the amount of the decrease in tuition;
- E. The Committee shall not award grants totaling more than the amount set forth in the SFHS budget for financial aid as set by the Board.

### **Grant Recipient Expectations**

Financial aid grants are a conditioned agreement between SFHS, the student, and the Parent. The agreement is subject to periodic review throughout the school year to ensure compliance. The recipient of a need-based financial aid grant is expected to meet the following conditions throughout the year:

- A. The student will maintain a satisfactory academic performance which shall be defined as a 2.0 semester specific and cumulative GPA with no failing grades in any semester;
- B. The student and Parents agree to comply with the Student Handbook;
- C. The student will demonstrate ability and desire to succeed;
- D. The Parents will support these conditions as stated above and will assist in encouraging the student.
- E. The Parents are expected to meet all other financial obligations in a timely fashion.

### **Prioritization of Grants**

In determining the priority of financial aid grant requests, the Committee shall place priority on grants as follows:

- A. Maintaining the grants of existing students who received financial aid from SFHS in the preceding school year (if recommended by TADS) at previously offered level;
- B. Providing increased support to existing students who received financial aid from SFHS in the preceding school year (if recommended by TADS) in line with increases in tuition;
- C. Fulfilling the needs of new families for the upcoming school year.

### **Budgetary Limits**

The Board, through the recommendation of the SFHS Principal, Business Manager and Finance Committee, shall establish the total amount of financial aid to be available for

grants in each fiscal year as part of its normal annual budget approval process. The Committee shall work within the limits of the established budget. The committee will leave 10% of the allocated budget for Financial Assistance untouched during the initial distribution of assistance. This will allow for families who have a financial crisis to be able to submit a request for financial assistance throughout the school year.

If any entity or individual desires to award financial aid grants that are in excess of and separate from the current amount and are for specific students will not be recognized as a commitment from the Financial Aid Committee to continue this assistance at any time. This means the grant would not be the obligation of SFHS or Financial Aid Committee. The student would need to apply for financial aid assistance through TADS to be recognized and considered for any financial aid through SFHS outside of this type of assistance.

### **Oversight of the Committee**

- A. A full schedule of awards given and Financial Aid Committee report shall be kept under seal and audited, when deemed necessary by the full SFHS BOD, by an independent firm.
- B. The Committee shall submit a summary report to the Board of the number of applications, the amount sought, the applications granted and the total amount of financial aid grants at the earliest scheduled Board meeting following the distribution of grants by the Committee.
- C. The Committee will not at any time report the names of any families receiving tuition assistance to the BOD or anyone else outside of the Financial Aid of Committee. Each year, every committee member will be required to sign a confidential form stating they understand the information discussed is private information that is not to be discussed outside of the meeting. If any member is found guilty of this, they will be removed immediately from the Committee and a request to the Board President will be submitted for them to be removed from any other committee governed under the BOD as well as the BOD itself.