

Fall 2008

**Dear Parent/Guardian,**

Thank you for requesting financial aid information and an application. Enclosed you will find the following materials:

1. The University High School Financial Aid Information Letter
2. The University High School Financial Aid Application.
3. The School and Student Service for Financial Aid Application Form (Parents' Financial Statement [PFS]).
4. The UHS Financial Aid Policy and "Information for Parents Who Are Separated or Divorced."
5. The IRS Form 4506 which authorizes release of tax forms filed with the IRS.

Please complete the enclosed applications and forms as soon as possible, but no later than January 15, 2009. In order for your application to be considered, you must meet the following deadlines:

**BY JANUARY 15, 2009**

**Send the following to the School and Student Service for Financial Aid (SSS):**

- a) A completed Parent Financial Statement (PFS)
- b) A check payable to SSS for \$22.00 (and an additional \$13.00 per additional school receiving a copy of the analysis of your PFS).

**2. Send to University High School:**

- a) A completed UHS Financial Aid application
- b) A photocopy of the Parents' Financial Statement (PFS)
- c) A signed copy of your 2007 Federal Income Tax Return with all pages and schedules including W-2 Forms.
- d) A signed copy of the IRS Form 4506 (enclosed). If needed, this form allows the School to request an official photocopy of your income tax return. In order for the Financial Aid Committee to process your application, a signed IRS Form 4506 must be in our possession. *Please disregard the request for a check payable to the IRS.*

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**BY FEBRUARY 16, 2009**

**Send to University High School:**

- a) A signed copy of your 2008 Federal Income Tax Return with all pages and schedules including W-2 Forms. If you use an accountant, please notify him/her of this date.

***If you are separated or divorced, please be sure to:***

- a) read the enclosed letter regarding our financial aid policy for separated or divorced parents.
- b) provide us with the name and address of the non-custodial parent immediately so we can send him/her the necessary forms. *If you have joint custody, please be sure to include that information when you phone or email us.*

**Since financial aid grants are awarded not only on the basis of demonstrated financial need, but also on availability of funds, filing complete application materials on time is extremely important. Incomplete, false, or late submittals will delay consideration of your application and could jeopardize the approval of a financial aid award.**

Determination of financial aid and admissions decisions are made by two separate committees. However, families should also know that not every student who is accepted to the school and who demonstrates financial need will receive the necessary financial assistance. The School, unfortunately, does not have the resources available to meet the need of every family who qualifies for such assistance. So that every family has all the necessary information required to select a school, the Financial Aid Committee will send decisions at the same time as Admission decisions, March 19, 2009.

In closing, we at the School are well aware of the time and effort that the completion of these forms requires. Should you have any questions about the enclosed materials or any aspect of the financial aid application process, please do not hesitate to contact me at (415) 447-3104.

Sincerely,



Karen N. Kindler  
Director of Admission and Financial Aid

Fall 2008

Dear Parent:

As part of its mission, University High School is committed to building and sustaining a community of diverse backgrounds. As part our plan to ensure such diversity, University High School allocates a significant portion of its annual budget to financial aid. This year financial aid constitutes 11.3% of the total budget and is second only to teachers' salaries among the school's operating expenses. Thus the funds for financial aid represent an important investment in all of our students. The purpose of this letter, therefore, is to describe the main points of University's financial aid policy and how it guides the Financial Aid Committee in making award decisions.

Both the admission and financial aid programs are open to students of any race, creed, and national or ethnic origin. Financial aid awards range from partial to full tuition grants and the amount of the award is based solely on a family's demonstrated financial need. Every financial aid grant is made for one year; therefore, families must reapply for assistance each year. Unless there is a considerable improvement in the family's financial situation, a family can expect that financial aid will be continued for the duration of the student's time at University.

Any family who, after carefully reviewing its own means and any other options such as the payment plan, believes that its resources are not enough to meet tuition costs is encouraged to apply for financial aid. It is important, however, for families to know at the outset that unfortunately the School does not have the resources available to meet the need of every family who may qualify for financial assistance.

To evaluate eligibility and level of need, University uses the School and Student Services for Financial Aid (SSS). SSS analyzes the "Parents' Financial Statement (PFS) and recommends to University High School a family contribution; in some cases, SSS will determine that a family does not qualify for financial assistance. The Financial Aid Committee at University then uses the SSS recommendation as a guideline, in conjunction with the copies of tax returns and schedules, in making a final decision.

In the case of a student with divorced or separated parents, University considers the assets of both natural parents before making an award. **Both parents must submit a Parents Financial Statement as well as copies of their most recent tax forms.** If a custodial parent is remarried, the School also considers the assets of the stepparent, bearing in mind the obligation of that stepparent to his or her own children.

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Although all requests for financial assistance are carefully considered, there is an order of priority that the Financial Aid Committee follows when making awards.

- Our first commitment is to the returning student who has already been receiving aid.
- The second level of priority is entering ninth grade students.
- The last group of students to be considered for financial aid are returning students who have not received aid in the past and new students entering the 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade.

In order to support the ongoing needs of the returning students already awarded aid, the school strives to allocate financial aid equally among the four grade levels. This guideline makes it unlikely that a student who has not received aid upon admission will receive it later in his or her career at University.

Given that the School has more academically qualified students applying for financial assistance than it has the means to fund, it is likely that a number of applicants will be placed on a financial aid wait list. Since the whole financial aid process is based on the assumption that parents are applying for aid only after having fully explored every possibility for meeting tuition costs, we do not expect to admit students from the financial aid waitlist if a family later chooses to pay full tuition. In addition, it is essential to the whole financial aid process that families submit required forms and documents by all published deadlines. Failure to do so will jeopardize a family's chances of receiving financial assistance.

Please feel free to call me at (415) 447-3104 should you have any questions.

Thank you,



Karen N. Kindler  
Director of Admission and Financial Aid

# San Francisco University High School

## INFORMATION FOR PARENTS WHO ARE SEPARATED OR DIVORCED IN FINANCIAL AID PROCEDURES

In the case of a student with divorced or separated parents, University considers the assets of both natural parents before making an award. **Both parents must submit a Parents' Financial Statement (PFS) as well as copies of their most recent tax forms.** If a custodial parent is remarried, the School also considers the assets of the stepparent, bearing in mind the obligation of that stepparent to his or her own children.

### CUSTODIAL, NON-CUSTODIAL & JOINT CUSTODY PARENTS

Divorced and separated parents, irrespective of custodial rights are now required to complete and submit the Parent Financial Statement (PFS) for processing to the Student Scholarship Service (SSS) **and** to San Francisco University High School. Both parents of an applicant for financial aid should submit financial information as follows:

#### **BY JANUARY 15, 2009**

#### **Send the following to the School and Student Service for Financial Aid (SSS):**

- a) A completed Parent Financial Statement (PFS)
- b) A check payable to SSS for \$22.00 (and an additional \$13.00 per additional school receiving a copy of the analysis of your PFS).

#### **2. Send to University High School:**

- a) A completed UHS Financial Aid application
- b) A photocopy of the Parent Financial Statement (PFS)
- c) A signed copy of your 2007 Federal Income Tax Return with all pages and schedules including W-2 Forms.
- d) A signed copy of the IRS Form 4506 (enclosed). If needed, this form allows the School to request an official photostatic copy of your income tax return. In order for the Financial Aid Committee to process your application, a signed IRS Form 4506 must be in our possession. *Please disregard the request for a check payable to the IRS.*

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**BY FEBRUARY 16, 2009**

**1. Send to University High School:**

A signed copy of your 2008 Federal Income Tax Return with all pages and schedules including W-2 Forms. If you use an accountant, please notify him/her of this date.

**Since financial aid grants are awarded not only on the basis of demonstrated financial need, but also on availability of funds, filing complete application materials on time is extremely important. Incomplete, false, or late submittals will delay consideration of your application and could jeopardize the approval of a financial aid award.**

Because the School wishes to minimize any potential problems that applicants may encounter as a result of this policy, the Director of Admission and Financial Aid would be glad to discuss any unusual circumstances that might prevent compliance with our policy. (For example, the location of the non-custodial parent is unknown).

Parents are assured that all information submitted will be kept in the strictest confidence. We will not review an application for financial aid until all of the required information has been received; thus, all families should adhere to the deadlines stated above.

Families or applicants with questions should not hesitate to contact Karen Kindler, Director of Admission and Financial Aid at (415) 447-3104.

Fall 2008

## **FINANCIAL AID POLICY**

San Francisco University High School is committed to a diverse student body from varying economic backgrounds; to that end, the School maintains a substantial financial aid budget, which provides financial assistance to families who cannot otherwise afford the full cost of tuition, fees, and books. All financial aid awarded by the School is based on demonstrated financial need by the family; awards are not based on merit of any kind.

### **Admissions and Financial Aid**

Both the admission and financial aid programs are open to students of any race, creed, and national or ethnic origin. Determination of financial aid and admissions decisions are made by two separate committees. Any family who, after carefully reviewing its own means and any other options such as the payment plan, believes that its resources are not enough to meet tuition costs is encouraged to apply for financial aid. It is important, however, for families to know at the outset that unfortunately the School does not have the resources available to meet the need of every family who may qualify for financial assistance. Given that the School has more qualified students applying for aid than it has the means to fund, it is possible that a number of applicants will be placed on a financial aid wait list. Since the whole financial aid process is based on the assumption that parents are applying for aid only after having fully explored every possibility for meeting tuition costs, we do not expect to admit students from the financial aid waitlist if a family later chooses to pay full tuition.

### **Billing and Financial Aid**

All University High School families are billed at regular intervals; sixty percent of any financial aid award is applied to the first semester's costs, and forty percent to the second semester's. The amount of the required enrollment deposit each year will reflect the level of aid a family is receiving. Families should remember to include the fees and expenses above and beyond tuition (and any financial aid award) in their budgeting for the year. To this end, University High School strongly encourages all families receiving financial aid to enroll in the 10-Month Tuition Payment Plan. To maintain eligibility for financial aid, families must keep their accounts current or have made documented arrangements with the Financial Aid and Business Offices.

### **Renewal of Financial Aid**

Families who receive a financial aid award for the child's first year at UHS must reapply each year by filing the forms requested by the School. Families who submit their forms in a timely fashion and whose financial situation has not changed substantially can expect to receive a renewal of aid at about the same level, with the Financial Aid Committee taking into consideration annual tuition increases. While UHS is committed to funding admitted students for the duration of their academic careers at University. The School will only renew aid after a thorough evaluation of the requisite financial aid forms. In addition, it is essential to the whole financial aid process that families submit required forms and documents by all published deadlines. Failure to do so will jeopardize a family's chances of renewing their financial aid grant.

### **Application for Financial Aid**

Families may apply for financial aid at any time during their tenure at University High School. Although all requests are carefully considered, there is an order of priority that the Financial Aid Committee follows when making awards. Our first commitment is to the returning student who has already been receiving aid. The second level of priority is entering ninth grade students. The last group of students to be considered for financial aid is returning students who have not received aid in the past and new students entering the 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade.

Families who have received financial aid previously are automatically sent all of the reapplication materials each November. All other families may request financial aid application materials by contacting the financial aid office.

**UHS APPLICATION FOR FINANCIAL AID FORM  
FOR THE SCHOOL YEAR 2009-2010**

**FINANCIAL AID APPLICANTS MUST COMPLETE AND RETURN THIS FORM BY JANUARY 15, 2009 TO:  
OFFICE OF ADMISSION  
SAN FRANCISCO UNIVERSITY HIGH SCHOOL  
3065 JACKSON STREET  
SAN FRANCISCO, CA 94115**

Name of person completing this form: \_\_\_\_\_  
**Applicant Information**

Child's Last Name: \_\_\_\_\_

Child's First Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Grade in 09-10: \_\_\_\_\_

**Parent Information**

Father's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

Estimated monthly payment available for applicant's education: \$ \_\_\_\_\_

***I understand that any misrepresentation of information will result in cancellation of any financial aid package awarded by the School.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

We/I have sent a Parent Financial Statement (PFS) to the School **and** Student Service for Financial Aid in New Jersey.

We/I have sent copies of our 2007 Federal Income Tax forms to UHS and will send the 2008 Federal Income Tax forms by February 16, 2009.

***Note:*** *If you wish to supplement this application with further information, please attach a letter. Such a letter, however, cannot be used as a substitute for the Parents Financial Statement (PFS) or the submission of Federal Income Tax Forms. If you are separated or divorced, please remember to provide any additional addresses.*