



19824 Sussex Road
Shaker Heights, Ohio 44122
CarolNurserySchool.org • CarolNurserySchool@gmail.com
(216) 991-3449

2017-2018 School Year

Dear Parent/Guardian:

In order to make its programs available to a wide range of students, Carol Nursery School offers tuition reductions to eligible families. The reductions are made on a sliding scale based on the yearly income of the applicant's family and must be approved by a majority vote of the Parents' Association Board of Trustees Executive Committee. Applicants are required to submit proof of income* to the Board of Trustees Vice President. This information, on an anonymous basis, will be provided to the Board of Trustees Executive Committee for its consideration. It is also possible for families with emergency expenses or other extenuating financial needs to receive a reduction in tuition. Again, appropriate documentation, along with the application, must be submitted to the Board of Trustees Vice President.

The amount of financial aid will be calculated by reducing the tuition (excluding snack fees) by a percentage based on the applicant's income. The amount of financial aid for the four and five-day programs will be limited to the maximum percentage applied to the four-day program. The 10% sibling discount is not available to families receiving financial aid. While Carol Nursery School would like to assist all families in need, **there is a predetermined amount of aid available each school year.**

The attached application, briefly explaining your financial situation, is required along with your 1040 tax form. These **documents must be submitted no later than April 15, 2017.** Questions, forms and correspondence should be directed to the Vice President of the Board of Trustees to ensure that confidentiality is maintained. If you would like to request financial aid, please feel free to contact me or submit your forms.

Sincerely,

Erin Foster, Vice President
Carol Nursery School Board of Trustees
erinbfoster@yahoo.com • (773) 450-7181

* In absence of U.S. tax forms- for foreign students:

- 1) Copy of Student Visa
- 2) Copy of letter from university tendering scholarship
- 3) Signed letter stating no U.S. or foreign source of income