

# 2010—2011 Financial Aid Policy and Process

Financial aid at Queen Anne School is based exclusively on financial need. Application packets are available to all interested families in December 2009. We encourage all financial aid applicants to apply early; as aid awards are made on a first-come, first-served basis and the financial aid committee considers the date of application as they work within that year's financial aid budget.

The Financial Aid Committee will review completed applications once a month in March, April and May 2010, and will meet a final time in July 2010 to review all late applications. **Please note: the July financial aid meeting will only take place if budgeted financial aid funds are still available.**

## **Four documents are required for a complete financial aid application:**

- a Queen Anne School Confidential Financial Statement;
- a statement/letter explaining the reasons for requesting financial aid;
- the Parent Financial Statement (PFS), which must be submitted to the School and Student Service for Financial Aid in Princeton, New Jersey for evaluation;
- a notarized copy of current income tax return(s).

Re-enrolling families must also be on good financial standing with the school in order to be eligible for financial aid.

A financial aid file will be established as the family's information is gathered. Data taken from the financial aid file is assigned a number prior to being reviewed by the committee, which ensures that proper confidentiality is maintained. After reviewing the information from the file, the committee makes a decision on the amount to be awarded to each eligible family.

The financial aid officer will notify the families of the amount awarded.

All families who provide completed financial aid packets to Queen Anne School by March 1, 2010 will be notified of financial awards by April 1, 2010.

If you have any questions regarding the financial aid process, please contact Christiana Holyer, Acting Head and Queen Anne School Financial Aid Officer, at (301) 249-5000 x 309.