



# INDEXED TUITION & APPLICATION PROCESS

## General Overview

Indexed Tuition (IT) is distributed by The Colorado Springs School (CSS) to provide affordable tuition to parents and their children who, without such help, would be unable to attend the School. CSS believes the primary responsibility for a child's education rests with the family to the full extent that parents are able.

## Eligibility and Process

Indexed Tuition is offered – depending on availability of funds – to those qualified students enrolled in Kindergarten through grade 12 who have submitted all required documentation by the deadlines listed below. IT decisions have no connection to the overall Admission process, which is "need-blind." The IT Committee at CSS is responsible for determining IT for families that apply. Financial need is determined based on family income and net worth; this information is obtained, in part, through FACTS Grant & Aid and the applicant family's U.S. Federal Tax records.

## New Families

For new applicants, requests for IT must be included when submitting the general Admission application to the School.

## Deadlines

The School's annual Admission deadlines – both for IT and Admission – are as follows:

- **Priority:** January 15
- **Regular:** February 15
- **Rolling:** Thereafter (dependent on availability)

## Indexed Tuition Notifications: New & Current Families

For families that are newly admitted to CSS, IT notifications will be sent in conjunction with each child's Admission decision. Notifications will be sent beginning February 15 for any current CSS student whose completed IT application is received prior to the February 1 re-enrollment deadline. All re-enrollment contracts for returning families should be submitted by no later than March 1.

## Indexed Tuition Wait Pool

When a family is unable to submit all required IT application documentation prior to the stated deadlines, they are placed in the Indexed Tuition Wait Pool. Once the Indexed Tuition application is fully complete, the IT Committee determines distribution based on demonstrated need and on the availability of IT funds. Distribution to IT Wait Pool applicants is made according to the School's enrollment need and the official completion date of the Indexed Tuition application. The current distribution of IT, by grade level, is also considered.

## Income and Disclosure

Parents/Guardians are expected to provide full disclosure of all income sources when completing their family's Indexed Tuition application and supporting documentation. These sources include funds from relatives or friends, limited partnerships, assets of a closely held corporation or any other income-producing enterprise. CSS considers parent/guardian signatures on the FACTS Application form and on the Indexed Tuition Agreement Letter to signify full disclosure of all financial resources. Lack of disclosure could result in IT being invalidated and withdrawn. If the committee feels that the reported information is inadequate, it may contact the family for further information.

## Appeals Process

Once Indexed Tuition has been granted, families may appeal the decision by submitting an Appeal Letter that discloses all new financial information. The letter should be made, in writing, to the Director of Admissions & Financial Aid within 10 calendar days of receiving notice of an Indexed Tuition decision. Please email the letter to [admission@css.org](mailto:admission@css.org).

***Applications submitted after the priority deadline will be considered based on available funds.***  
***Please ask!***

**The Colorado Springs School**

21 Broadmoor Ave., Colorado Springs, CO 80906 | (719) 434-3500 | [admission@css.org](mailto:admission@css.org) | [www.css.org/discover](http://www.css.org/discover)



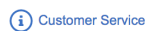
# INDEXED TUITION APPLICATION CHECKLIST

We are pleased to offer a convenient, online method – FACTS – for applying for Indexed Tuition at The Colorado Springs School!

## STEP #1



Submit the Indexed Tuition (IT) Application online via FACTS Grant & Aid (<https://online.factsmgt.com/aid>) by January 15 for priority consideration. The application fee of \$40 per family is non-refundable. Applications received by the priority registration date will receive first consideration.



### The Colorado Springs School

#### Simple Steps to Apply for Financial Aid Online:

- Choose **Create an Account** and complete the information prompts if you are a new FACTS user. Or, **Sign In** if you are an existing FACTS user.
- Select the appropriate school year for which you are applying for aid.
- Then, click **Begin Application**.
- Complete the remaining steps as prompted.

Have an account?

[Sign in now.](#)

**Sign in**

New Account

[New user? Create an online account.](#)

**Create a username & password**

[Having difficulties? Check our FAQs.](#)

## STEP #2



Upload your most recent U.S. Federal Tax Forms (1040 and schedules) and your most recent and previous year's W2s. An Indexed Tuition award will not be considered until these tax documents have been uploaded to the online portal.

- For **divorced parents**, please submit your Court Order of Child Support.
- **Military families** should include any housing allowance on the FACTS Indexed Tuition Application form.

## STEP #3



Once notified, families must accept Indexed Tuition (IT) using their FACTS Grant & Aid Account. CSS considers parent/guardian signatures on the FACTS Application form and on the Indexed Tuition Agreement Letter to signify full disclosure of all financial resources. Lack of disclosure could result in IT being invalidated and withdrawn.

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