



BROOKVIEW

MONTESSORI SCHOOL

Tuition Assistance & Scholarship Application Information

To guarantee review for the upcoming school year, all required materials — including your **FACTS** application and supporting documents — must be submitted to the Business Office no later than **April 10, 2026**.

At Brookview Montessori School, we celebrate individuality and ignite a passion for learning within an authentic Montessori environment. Our Tuition Assistance Program reflects our commitment to making a Brookview education accessible to families who share our mission and values.

We are committed to maintaining a fair, transparent, and unbiased process in determining tuition assistance awards.

Eligibility & Annual Application Process

- Families applying for **Primary programs and above** are eligible to apply for Tuition Assistance for the academic school year.
- Tuition Assistance is **not available** for Infant and Toddler programs or for Summer Programs.
- While tuition assistance is awarded on a one-year basis, Brookview views this support as a partnership and, when possible, a multi-year commitment to families. To ensure awards continue to reflect each family's current financial circumstances, all families — including those currently receiving tuition assistance — are asked to submit a new application and updated documentation each year by the stated deadline.

To receive a Tuition Assistance application, families must indicate their intent to apply at the time of registration.

Application Process

All applications are evaluated in two parts:

1. **FACTS Financial Summary**
Provides an objective overview of a family's demonstrated financial need
2. **Written Application**
Offers families the opportunity to share additional context, their engagement with the school community, and their alignment with Brookview's mission and values.

To guarantee consideration for the upcoming school year, all required documents must be submitted to FACTS and the Business Office by **April 10, 2026**.

Please allow additional time for FACTS document submission and verification processing.

Applications received after the deadline may still be considered if funds remain available.

If two parties are listed on the Tuition and Fee Statement, financial documentation (including W-2s, tax returns, and related materials) must be submitted for both parties.

Confidentiality & Review Process

To ensure impartiality, the Business Office removes all identifying information from both the FACTS financial summary and the written application prior to review. Each application is assigned a coded identification number to preserve anonymity.

Coded applications are reviewed and scored by the Tuition Assistance/Scholarship Review Panel, composed of the Executive Director and members of the Brookview community. Panel members evaluate both the financial and narrative components using a standardized scoring rubric.

Final award determinations are made collectively by the Review Panel based on:

- The FACTS financial assessment
- The written application
- The total number of applicants
- The funds available for the academic year

The Executive Director and Business Office oversee the process to ensure compliance with school policies and timely communication with families.

Enrollment & Notification

Families applying for Tuition Assistance are not required to submit an enrollment deposit until they receive their award notification.

Once notified, families will have **one week** to confirm their enrollment decision and submit any outstanding documents or fees.

Confidentiality Note

To protect applicant privacy:

- Section 1 (Family Information) and Section 5 (Certification/Signature Page) are removed prior to Review Panel evaluation.
- Names and addresses are redacted from the FACTS application materials.

Section 1: Family Information

Parent/Guardian 1: _____

Occupation/Employer: _____

Parent/Guardian 2: _____

Occupation/Employer: _____

Primary Contact Email: _____

Phone Number: _____

Student(s) Name(s): _____

Program(s) Applying For (e.g., Primary, Elementary): _____

Continued on next page...

Section 2: Financial Situation

1. Please summarize your current financial situation, including any factors not reflected in your FACTS application (e.g., recent job changes, family or medical expenses, caregiving responsibilities, etc.):

2. Please describe any special circumstances that have impacted your family's ability to pay full tuition this year:

3. What percentage of tuition are you able to pay for this academic year?

75% 50% 25% Other: _____

4. **Total Tuition and Assistance Request**

- Total tuition due to Brookview for the upcoming school year: \$ _____
- Total amount of tuition assistance requested: \$ _____

Section 3: Emergency or Temporary Need (if applicable)

Emergency tuition assistance may be requested at any time of year for acute/unexpected financial difficulties. These requests may fall outside of the regular tuition assistance application window and are evaluated on a case-by-case basis when funds are available.

If you are applying for emergency tuition assistance, please describe the temporary situation leading to this request and your plan for returning to regular payment:

(Please note: Brookview makes every effort to support families in need; however, emergency assistance funds are limited and not guaranteed.)

Section 4: Family and Student Connection to Brookview

Please answer the following questions to help us understand your family's engagement with Brookview and alignment with our mission.

1. **Length of Enrollment**

How long has your child(ren) attended Brookview? _____

2. **Future School Plans**

What are your anticipated plans for your child(ren)'s education in the coming years? At the present time, when do you anticipate that your child(ren) would transition to public or other schools?

3. **Active Connection to Brookview**

Please describe your family's connection to Brookview (e.g., how you first learned about the school, involvement in school activities, community events, volunteer work, etc.):

4. **Alumni Status**

Are any family members Brookview alumni? Yes No

If yes, please indicate **years of attendance** and **relationship to the student(s)**:

5. Alignment with Brookview Mission and Values

How does your family engage with or support Brookview’s mission to *celebrate individuality and ignite a passion for learning in an authentic Montessori environment*?

6. Contribution to Brookview’s Diverse Community

Brookview values a community that reflects a wide range of life experiences, perspectives, and backgrounds.

Please describe any ways your family’s experiences, traditions, or perspectives might enrich Brookview’s diverse and inclusive environment.

(You may interpret this broadly—examples might include professional experiences, languages spoken at home, family traditions, community involvement, or global connections.)

Certification on next page...

Section 5: Certification

I have submitted my FACTS information:

YES (Date Submitted: _____)

NO (Applications will not be reviewed unless the FACTS application is completed. Late submissions of the FACTS application will render the family ineligible for consideration for Tuition Assistance.)

By signing below, I/we certify that all information in this application is true and complete to the best of my/our knowledge. I/we understand that submission of this application does not guarantee tuition assistance, and that award decisions are based on available funds, demonstrated need, and alignment with Brookview's mission.

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____