

## Individual Family Tuition (IFT) Policies and Procedures



### Policy Statement

The Berkeley School's (TBS) commitment to diversity and inclusion forms the foundation of its Individual Family Tuition (IFT Program). It is our goal to maintain a school community that reflects the socioeconomic diversity of the Bay Area. All families are welcome to apply for IFT. Our program is intended to make TBS affordable for as many families as possible. At TBS IFT is available to all families regardless of gender, race, ethnic origin, sexual orientation, gender identity, religion, or family structure. IFT is given to those families that demonstrate financial need through the application process described below.

IFT decisions are made independently from admission decisions and in no way affect an applicant's chances for admission. IFT is given on a per family basis, not a per child basis. Tuition will not necessarily be doubled when a second child attends TBS, nor be halved when a sibling graduates from TBS.

### IFT and Eligibility

TBS uses Clarity to process our IFT applications. Based on the financial information families provide, Clarity calculates an estimated tuition amount for educational expenses, which is then modified using each school's particular parameters. This helps The Berkeley School make fair and objective IFT decisions. Federal personal and business tax returns, W-2s, 1099s, and other documents as requested are used to support applications.

Returning families must reapply each year, meet all stated deadlines, and complete all documentation. **Priority is given to families who meet all requirements and who apply for aid by the stated deadlines.**

TBS may not consider financial aid applications from returning families in arrears on their tuition payments. IFT given is contingent on families continuing to pay their current year tuition in a timely manner.

Both parenting adults/guardians are expected to contribute to the payment of their child's tuition regardless of legal agreements (unmarried, divorced, or separated). Parenting adults/guardians as well as current spouses are expected to submit an application to Clarity for review. Separated or divorced parents may fill out separate Clarity applications; this preserves privacy and accounts for the existence of two households. The Berkeley School will not consider an application to be complete without the information from all parenting adults/guardians and all current spouses. Please contact TBS if this is an issue for your family. Depending on your circumstances you may qualify to obtain a waiver.

### Confidentiality

TBS IFT Committee reviews all submissions for IFT. The committee maintains strict confidentiality. TBS expects that families will maintain the same confidentiality regarding awards and decisions.

The Berkeley School takes the privacy and security of your personal information very seriously. Clarity is certified for both GDPR and SOC2 and uses enterprise-level security standards including end-to-end encryption of all personally identifiable information. For more information, please refer to [Clarity's Privacy Policy](#).

### IFT

Funds for IFT are limited. TBS is not always able to meet 100 percent of each family's need. IFT is determined on an annual basis. Due to variations in the school's resources and the changing composition of the applicant pool, IFT may vary from year to year.

TBS will apply the same percentage of IFT that a family has been given towards their tuition to our Contracted Extended Day Care Program (Ex-day) and finance fees resulting from TBS payment plans.