



## Financial Assistance at Saint Mary's Hall

9401 Starcrest Drive  
San Antonio, Texas 78217  
Ph: (210) 483-9100  
Fx: (210) 483-9299  
[www.smhall.org](http://www.smhall.org)

### **Saint Mary's Hall Financial Assistance Philosophy**

The Saint Mary's Hall (SMH) Grant program has a two-fold purpose: to provide qualified students an opportunity for a unique and valuable education experience regardless of their ability to pay, as well as to increase the diversity of our student body. Our financial aid funds are used to enable qualified students who broaden our diversity (academic, artistic, athletic, cultural, ethnic, geographic, racial, socioeconomic, etc.) to attend despite financial obstacles. Furthermore, no athletic or fine arts scholarships are awarded under the umbrella of financial aid.

### **Application to Determine Financial Need**

SMH financial assistance is granted based only on financial need. The school uses an application process provided by an independent service to establish each family's unique need. Based on information each family provides, Financial Aid for School Tuition (referred to as FAST) issues a report that the school uses as a guideline to allocate limited resources. The report does not bind SMH to any specific award. To be considered for aid, a student must be entering Form 1 or higher and be admissible or have been accepted based on academic merit.

### **Documentation Required for Financial Assistance Application**

A complete financial assistance application package requires a variety of documentation to support a determination of financial need:

Copies of Tax Returns	Bank Statements (if requested)
Current Wage & Tax Statements (IRS Form W-2)	Other financial documentation (if requested)

### **Evaluation by the SMH Grant Committee**

The school's Grant Committee is comprised of the Head of Admission and Enrollment Management, Associate Head of Admission and Enrollment Management, Chief Financial Officer, and Head of School. The committee reviews all applications for financial assistance and allocates the school's financial assistance resources in a balanced, informed manner. This method puts a human touch on the assistance process and provides the opportunity to consider the unique differences between individuals.

### **Notice of Award and Financial Assistance Agreements**

Parents are notified of financial assistance awards by letter and may accept the award by completing the Enrollment Agreement and Statement of Intent, which verifies the family's commitment to meet the remaining tuition payment obligation.

### **Financial Assistance Awards Apply Only to a Single Year**

There are no multi-year financial assistance awards. Awards are considered independently each year as part of the reenrollment process. Factors that affect financial aid consideration constantly change, such as individual family financial conditions, changing student population, and the amount of available grant resources.



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### **Returning Students May Initiate First-Time Requests for Assistance**

Because circumstances do change, families may apply for financial assistance in any enrollment year, regardless of their application status in any previous year. The application receives the same consideration. A financial aid award is not guaranteed, but the committee will make every effort to make it financially possible for a student to remain at SMH.

### **Confidentiality**

All applications for financial aid are held in the strictest confidence and only members of the Grant Committee have access to records. All financial aid awards are confidential agreements between the recipient family and Saint Mary's Hall. *Because we take confidentiality very seriously, we expect families receiving awards to do the same.*

### **Marital Status and Parental Financial Responsibility**

It is the position of SMH that separated or divorced parents retain their individual and collective obligation to finance their child's SMH education. Financial awards consider the FAST application of both parents. The Grant Committee appropriately considers related issues of remarriage and step-parent obligations to other children. The school is not bound by agreements or settlements that might otherwise exist between individual parents.

The Head of Admission and Enrollment Management may waive the requirement of financial information from the non-custodial parent when the non-custodial parent has given no financial support to the student, has made no contact with the student, or the non-custodial parent's whereabouts are unknown.

### **Non-Working Parent – Effect on Financial Aid Calculation**

The Grant Committee considers the circumstances of a non-working parent and may attach a minimum income value to the non-working parent. Circumstances the Grant Committee considers include pre-school-age children and burdens of caring for disabled or critically ill family members.

### **Appeals**

Appeals must be made in writing to the Grant Committee once grants have been awarded. Appeals should provide sufficient detail about the family's financial circumstances that might render the grant amount insufficient and should include a revised amount requested. Personal account information, medical bills, and other information may be included in the appeal or requested by the Grant Committee to make a final decision on the award.

### **Requirement to be in Good Financial Standing with SMH**

Families applying for financial assistance must be in good financial standing with the school. In the event that an account becomes delinquent, the family is not eligible to receive further financial aid until the balance has either been paid in full or a payment plan has been approved by the Chief Financial Officer. If the applicant is not in good standing with the school when grants are being awarded, the Business Office will send a letter informing the family they will not qualify for a grant until the existing balance has been rectified.



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### **Tuition Payment Plans \***

SMH offers all families three payment plan options:

- a. Single Payment (due by July 1<sup>st</sup>)
- b. Two-Payments  
(50% due July 1<sup>st</sup>; 50% due December 1<sup>st</sup>; 6% interest on balance; Tuition Refund Plan required)
- c. Ten-Payments  
(10 equal payments; auto bank draft; 6% interest on balance; Tuition Refund Plan required)

### **Tuition Refund Plan\***

Families are contractually obligated to pay the full tuition amount required by the enrollment agreement even if students leave the school before the year is complete. Partial protection against unanticipated circumstances is available through the school's Tuition Refund Plan for a fee. Please read and understand the terms of the Tuition Refund Plan before the plan is purchased or the enrollment agreement is completed.

### **Merit Scholarships**

For information about merit scholarships, please visit our website at [www.smhall.org](http://www.smhall.org).

\*For detailed information regarding tuition payment plans or the tuition refund plan, please contact Sandy Martin, Student Accounts Administrator, at (210) 483-9240 or [smartin@smhall.org](mailto:smartin@smhall.org).