The Spence School

Financial Aid Program for Incidentals – 2019/2020 academic year

Spence’s Financial Aid budget of over $6,000,000 serves approximately 20% of the student body. The program is designed to help bridge the gap between what a family can pay and what it costs to attend Spence. To apply for Financial Aid, families must submit an application to SSS (School and Student Services) along with their income taxes each year. A link to SSS is provided on the website under Admissions/FA program. A link to SSS is provided on the website under Admissions/FA program.

For questions about SSS or Spence’s FINANCIAL AID PROGRAM, please contact Melissa Sanchez or Susan Parker in the Admissions Office.

For general questions about STUDENT BILLING, please contact Millie Ruiz in the Business Office.

Incidental expenses provided at no cost to all families:

Students: Books, lunch, class trips and field trips
Parents: Grade parent parties and coffees

Incidental expenses that are billed on a prorated basis:

FA recipients are billed for these incidental costs on a prorated basis. For example, if your Financial Aid grant is 50% of tuition, you will be billed 50% of the cost of these programs.

- PA Association Benefit
- Second Act
- Spence Summer Camp
- Instrumental Music
- Brooklyn/Bronx and downtown buses
- School recommended student evaluations and tutoring
- Extended curricular trips
- Computer hardware

Please refer to the guidelines below for more specific information regarding incidental expenses for financial aid recipients.

Camp/Afterschool
To attend these programs, enroll your daughter online. Student accounts are billed on a prorated basis. For questions, please contact Millie Ruiz in the Business Office.
Instrumental Music Lessons
Please enroll your daughter online. Assistance with these fees is calculated on a prorated basis. For questions, please contact Millie Ruiz in the Business Office.

Evaluations/Tutoring
These services must be recommended by the Director of Learning Resources and approved by the appropriate Division Head. For questions about this, please contact your Division Head or Director of Learning Resources.

Service providers must send copies of all invoices to both the family and to the Spence Business Office. Families must submit a claim for these charges directly to their health insurance carrier immediately. While insurance coverage may not be applicable, we ask that you complete the claim process and submit the post-claim Explanation of Benefits that you receive from your carrier to the Business Office along with the copy of the invoice. Spence will then pay providers in full and calculate the family contribution amount to the charged to the student’s account. For questions about billing, contact Millie Ruiz in the Business Office.

School Trips
Student accounts are billed on a prorated basis for extended domestic and international curricular trips. Please contact Millie Ruiz in the Business Office with questions.

Computer Hardware
Spence considers it important that parents and students have the use of a computer. For parents, this is necessary to access school forms and general information, to complete the enrollment process and to receive school notifications. Much of the schoolwork for Middle and Upper School students involves the use of computers and technology on many levels.

Families may request a laptop on behalf of their daughter to their Division Head. Students may also speak directly to the Division Head. In the case of the Lower School, families are requesting a laptop to use for school-related matters. It is important that requests be submitted prior to the beginning of the academic year. Please note that once a school laptop is issued, families are responsible for its ongoing care and maintenance. For questions about billing, speak to Millie Ruiz in the Business office.

Buses – Brooklyn, Bronx, downtown Manhattan
Spence maintains the service of subsidized private buses from each of these areas to the school in the morning. Parents are billed at a rate proportionate with their FA grant. For questions about the buses and to sign up, contact JinJu Kim or Susan Parker in the Admissions Office. For questions about billing for buses, contact Millie Ruiz in the Business Office.

Expenses related to the Curriculum
Some incidental expenses related to curriculum or the college application process may arise during the course of the academic year and are covered on a prorated basis. For assistance with these expenses and for questions, contact your Division Head.
Prom and Graduation Expense
A credit of $250 is applied to senior student accounts for those receiving financial assistance to help defray the costs associated with prom and graduation attire.

Senior Dinners
Families on financial aid receive one ticket for each 12th Grade student and two accompanying adults to the Senior Dinner, Survivor Dinner, and Welcome to the Party Dinner.

Parent Association Events
Families who receive financial assistance receive Spence student tickets and two adult tickets at no charge to Parent Association sponsored events such as the Skating Party, and the Halloween Party. One student ticket and one accompanying adult ticket to the Disco are also provided free of charge. To attend events, families fill out the online form. For billing questions, contact Millie Ruiz in the Business Office.

Parent Association Benefit
A maximum of two tickets, billed on a prorated basis, are available for families who receive financial assistance.

The Dance Concert
Families who receive financial assistance are eligible for two free tickets to the Dance Concert. To reserve these, families must call Symphony Space directly using a code provided by the Admissions Office. For questions, contact Melissa Sanchez in the Admissions Office.

School Uniforms
Families who pay $5000 or less for tuition are eligible for either one free Spence uniform or 40% off their total expense for uniforms. Families who qualify will receive notification from Melissa Sanchez in the Admissions Office at the time of uniform fitting each spring.

Spence Boutique
Boutique items are not discounted.

Book Fair
Students who receive financial assistance may choose any number of books not to exceed a total value of $30 and that includes one book to be donated to the school library.