The Spence School Financial Aid Program for Incidentals – 2020/2021 academic year

Spence’s Financial Aid budget of over $6,700,000 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 tax return each year. A link to SSS is provided on the website under Admissions/FA program.

For questions about SSS or Spence’s FINANCIAL AID PROGRAM, including coverage for incidental expenses, please contact Melissa Sanchez m Sanchez@spenceschool.org or Susan Parker sparker@spenceschool.org in the Admissions Office.

For general questions about STUDENT BILLING, please contact Millie Ruiz mruiz@spenceschool.org 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. Please note that the delivery method or availability of these programs may change in 2020-2021 pending COVID19 circumstances.

• PA Association Benefit
• Second Act
• Spence Summer Camp
• Instrumental Music
• Borough Bus Service
• School recommended and approved student evaluations and tutoring
• Extended curricular trips and curricular expenses
Please refer to the guidelines below for more specific information regarding incidental expenses for financial aid recipients:

**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.

**Borough 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.

**BYOD and Laptop Equity Initiative**

With the introduction of the BYOD (Bring your Own Device) Learning Initiative in the Upper School for the 2020-2021 school year and beyond, all students will need access to a personal laptop to connect with teachers and engage in their school work. The Laptop Equity Initiative has been established for Upper School students to provide funding support for the purchase of a new Mac laptop. We will assure that all Spence students have a laptop to access critical digital learning tools and resources based on the needs of their courses and curriculum. To ensure your child’s laptop meets these needs, please consult the Minimum laptop requirements. If your child already has a laptop with these specifications, a new laptop does not need to be purchased.

- Funding and reimbursement
  Individual families will be responsible for purchasing a laptop and will submit their purchase receipts to Millie Ruiz for reimbursement. The Financial Aid Office will determine the percentage of coverage based on the amount of aid families receive toward their Spence tuition (80% financial aid means 80% technology cost coverage). The maximum reimbursement for laptop purchases is $1400 and can include extended warranty coverage, such as AppleCare and/or device insurance. Additional software such as Adobe Creative Suite and Microsoft Office cannot be purchased using this fund. Most tech requirements for our US courses rely on web-based services that do not require additional software. Software purchase and installation, if stated as part of course requirements, will be supplied at no cost to families by the School. Additional technology accessories (e.g., mouse, printers, headsets, additional chargers, etc.) cannot be purchased using this fund. Should purchasing a laptop directly prove to be difficult for any family receiving financial aid, please contact Susan Parker.

  Upon proof of purchase, participating families will receive a reimbursement in the form of a credit against your outstanding balance on your Spence tuition account. Only if you have a $0 balance on your tuition account will you receive a reimbursement check from Spence.
Should any family receiving financial aid encounter any difficulty in directly purchasing a laptop, or for questions regarding the reimbursement process, please contact Susan Parker or Melissa Sanchez in the Financial Aid office.

With proper care, maintenance and regular updates, your laptop should last at least four years. Students receiving financial aid will only be reimbursed for one laptop during Upper School.

- **Purchasing, Repair and Loaner Laptops**
  The Spence Information Technology Department is not responsible for purchasing, repairing, or replacing devices purchased through the Laptop Equity Initiative. Families are responsible for using an Apple Authorized Service Provider for repairs. If a student’s laptop is lost, stolen, or damaged, Spence-owned loaner laptops will be available for students to use for the short-term. If a laptop is deemed unusable, individual families will be financially responsible for repairing and/or replacing the laptop.

- **Additional Support**
  If you require recommendations about laptop purchasing decisions, please reach out to techdistancelearning@spenceschool.org and an IT dept member can offer guidance. We are committed to ensuring that every student has access to digital learning tools. This initiative supports the independence and choice that Spence values, while ensuring an equitable experience for all. **For any additional questions or concerns about the Laptop Equity Initiative, please contact Susan Parker or Melissa Sanchez by email.**

**Camp/Afterschool**
To attend these programs, enroll your daughter online. Student accounts are billed on a prorated basis.

**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.**

**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 Teo Caceres in 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.
**Expenses related to the Curriculum**
Some incidental expenses related to curriculum or the college application process may arise during the academic year and are covered on a prorated basis. **For assistance with these expenses and for questions, contact your Division Head.**

**Instrumental Music Lessons**
Please enroll your daughter online. Assistance with these fees is calculated on a prorated basis.

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

**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.

**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.

**School Trips**
Student accounts are billed on a prorated basis for extended domestic and international curricular trips.

**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.**

**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.

**Spence Boutique**
Boutique items are not discounted.