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April 2019

Dear Parents,

We are pleased to announce that Linden Grove School is able to offer dollars for Tuition Assistance for Summer Camp 2019. We believe that every child should have the opportunity to attend camp and that many of our students are in need of a camp situation that provides the proper structure and consistency our students require to be successful.

If you are a parent who has an interest in sending your child(ren) to LGS's summer camp, but have concerns about the financial requirements of doing so, please read on!

To be eligible to apply for summer camp tuition assistance, your child must be enrolled during the prior regular school year at Linden Grove School. (Non-LGS siblings are not eligible for assistance, as they already receive a reduced tuition.) Applications for summer camp tuition assistance must be **RECEIVED BY APRIL 19, 2019**. Applications received after April 19, 2019 will not be granted.

In order to qualify for summer camp tuition assistance, you must follow the same process and procedures as you would if applying for tuition assistance for the regular school year. That is, you should request from Shawn Scott, Business Coordinator, a FACTS Management application and submit your financial information directly to them. Please know that if you have already completed a FACTS Management application for the upcoming regular school year, you **DO NOT** have to complete a second application for summer school assistance. The application you completed for the regular school year will be used to determine your need for summer school.

Therefore, you only need to complete a FACTS application for summer camp if you have not previously completed one for the upcoming 19/20 regular school year.

If you are requesting assistance, you will not be required to submit a deposit until your assistance application has been processed and you decide to proceed with summer camp. Conversely, if your assistance request is denied or the amount that you would receive is not enough so you choose not to participate in any week of summer camp, you will not be held accountable for any deposit fees or charges for summer camp. However, you must submit your summer camp registration form by April 15, 2019 to Elizabeth Ewers, along with a letter that states the amount of tuition you feel you are capable of paying towards the total weeks of camp in which you are interested in enrolling your child(ren). Please note that the maximum dollars that Linden Grove School can give a student for summer camp is \$660/student.

In summary, the process is as follows:

1. Complete the summer camp registration form indicating which weeks you want your child(ren) to attend and the amount you can afford toward this and turn it in to Elizabeth Ewers by the registration deadline of April 15, 2019.
2. Request a FACTS Management application (which is an online link) from Shawn Scott (only if you haven't done so already for the regular school year) and submit it online to FACTS Management by April 19, 2019. (Please note that FACTS charges a nominal application fee).
3. Wait for FACTS to process your financial request.
4. Linden Grove School will notify you of any assistance dollars available to you.
5. Decide if the assistance award is enough to send your child to summer camp.
6. Make the applicable payments, if necessary, and inform Elizabeth Ewers which camp weeks your child will/will not be attending within 7 business days of receiving your assistance award notification.

If at any time you have questions regarding this, please contact Shawn Scott, Business Coordinator at sscott@lindengroveschool.org or (513) 898-3959.

Thank you, and we are hopeful that we will be able to assist in easing the financial burden of your child's educational needs over the summer.

Kristin Tennyson
Head of School