

Financial Aid Decision and Distribution Worksheet

A five-bucket framework for distributing limited aid honestly, consistently, and in direct service of the school's mission.

For every family who receives financial aid and does not need it, there is a family who needs it and does not receive it. Financial aid must therefore be mission-appropriate, financially responsible, and honest.

01 Need-based aid

Families who cannot reasonably afford tuition without assistance, assessed using documented financial circumstances.

02 Mission-based aid

Awards supporting a specific board-approved mission objective with defined eligibility and consistent review.

03 Strategic enrollment aid

Mission-fit enrollment where usable capacity, incremental cost, and expected net tuition support a responsible award.

04 Merit aid

Achievement, talent, leadership, or service recognized under written criteria and a distinct budget.

05 Hardship or emergency aid

Temporary support after a material disruption, with documented authority, limits, and a review date.

Policy controls

- ☐ Written eligibility and documentation standards
- ☐ Authorized decision-makers and conflict-of-interest practice
- ☐ Total aid budget and grade-level concentration limits
- ☐ Consistent renewal and appeal process
- ☐ Separation of financial aid from unrecorded discounts
- ☐ Measurement of yield, retention, unmet need, and net tuition

Award review record

Use the same questions for every family while preserving appropriate confidentiality and documented judgment.

Family or confidential reference

Aid bucket and mission rationale

Documented financial need

Enrollment or retention consequence

Proposed award and resulting net tuition

Decision-maker and approval date

Portfolio review

Budget available / committed / remaining

Awards by bucket and grade

Families with verified unmet need

Awards requiring renewal review

Policy exception and reason

This worksheet supports consistent governance; it does not replace qualified legal, tax, employment, or financial counsel.