



## INSTRUCTIONS FOR APPEAL OF FINANCIAL ASSISTANCE AWARD

The Financial Partnership Committee has made every effort to meet the needs of our families within the constraints of our budget. The Committee has carefully considered each family's income and assets as reported on the PFS, and has reviewed in detail all additional comments regarding the family's financial situation.

The Financial Partnership financial assistance award that is reflected on your Enrollment Agreement represents Tehiyah's best and most generous offer of assistance, given the information provided by you and the need to utilize our budget to accommodate all of our families' needs as fairly and equitably as possible. We ask our families to understand that, while we wish that we could afford to meet everyone's calculated need at 100%, the reality is that we cannot do so.

Therefore, appeals for additional assistance will only be considered if your financial situation has changed in some manner since you completed the PFS and you have new information to present. If you have new information and wish to file an appeal, please do the following:

1. Complete the Appeal Form on the next page.
2. Upload the Appeal Form as a miscellaneous document in the Additional Documents section of your SSS account.
  - a. Please DO NOT send it to Tehiyah; it must be uploaded to SSS.
3. Send an email to Keith Palmer [kpalmer@tehiyah.org](mailto:kpalmer@tehiyah.org) to notify him that you have filed an appeal.
4. You can return your Enrollment Agreement, and your appeal request will still be considered at the next available meeting of the Financial Partnership Committee. Deposits are not refundable, so you may want to hold your deposit until you receive a response to your appeal.

If you have any questions about the appeals process, please contact Keith.



**APPEAL FORM FOR FINANCIAL ASSISTANCE AWARD**

Name of student(s): \_\_\_\_\_

Grade in 2018-2019: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Additional amount requested: \$ \_\_\_\_\_

Please note that you must enter a specific dollar amount requested. The Committee will not be able to process appeals that do not have a specific dollar amount. For example, phrases such as “anything will help” cannot be processed.

Briefly describe the reason for your appeal, particularly any specific **new financial information that was not included on your original PFS**. If you prefer, you may attach a separate letter of no more than one page, and any additional documentation that you consider relevant, such as a notice of termination from employment or other verification of change in your financial situation.

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