COUNCIL OAK MONTESSORI SCHOOL

2025–

2026 Parent Handbook Addendum

Financial Aid (Tuition Assistance) Notice and Clarification

Effective Date: 01/05/2026
The 2025–2026 Parent Handbook is a static publication for the academic year and is not revised retroactively. This Addendum provides notice of the School's **current** Financial Aid (Tuition Assistance) Policy and clarifies how families can access it.

1. Purpose and Scope (Non-Retroactive)
This Addendum is intended to improve transparency and access to information about tuition assistance. **It does not change tuition charges already incurred, or financial aid decisions already made, for the 2025–2026 school year**, except as described under "Changed Circumstances / Review Requests" below.

2. Controlling Policy
Council Oak Montessori School's **standalone Financial Aid Policy** is the School's controlling policy for financial aid determinations. The handbook may contain general summaries for convenience. If a handbook summary differs from the standalone Financial Aid Policy, the standalone Financial Aid Policy governs.

3. Tuition Assistance Based on Ability to Pay
Council Oak Montessori School offers tuition assistance to eligible families. Tuition assistance is a **reduction of tuition** based on a family's demonstrated ability to pay and the School's available financial aid funds.

All awards are for one academic year only, and families must reapply each year.
(If the School does not offer full waivers, remove the parenthetical language above.)

4. How to Apply – ISM FAST
Families requesting tuition assistance must apply through the **ISM FAST** online financial aid application system.

- The FAST submission and required supporting documentation serve as the School's financial aid application materials.
- FAST provides a confidential financial analysis to the School.
- Final financial aid determinations are made by the School based on the family's submitted information, the School's financial aid guidelines, and available funds.

5. Changed Circumstances / Review Requests

Families experiencing a significant change in financial circumstances may request a review. The School may request updated documentation and may require completion of the FAST application as part of the review.

If this Addendum is distributed after the School's published financial aid deadline for 2025–2026: families who believe they may have been eligible for tuition assistance but did not apply because they were unaware of the process may contact the School at [email/phone] by **[insert date window]** to request information about any available review options.

6. Public Availability

The standalone Financial Aid Policy and "How to Apply via ISM FAST" instructions are posted on the School's website and are available upon request from the School office.

Approved by: Lila Jokanovic / Executive Director / Head of School
Council Oak Montessori School
01/05/2026