1. Students must be accepted by the CCES Admission Department in order to apply for financial aid.

2. Personal Financial Statement (PFS) financial aid applications must be completed online with School and Student Services (SSS) at the following website: http://sssbynais.org/parents.

3. Financial aid award amounts are placed on re-enrollment and new enrollment contracts.

4. Financial aid awards are not automatically renewable from year to year. Recipients must reapply each year if they wish to be considered for an aid award.

5. Recipients are required to carry Tuition Refund Insurance at a cost of 2.25% of tuition (2016-17 academic year) unless the financial aid award is 75% or more of total tuition per child.

6. In cases of divorced or separated families, both parents are urged to submit a Parent’s Financial Statement (PFS) unless directed by court order.

7. Financial aid will be awarded only if the student’s account is current and the student is in good academic standing. Any exceptions to this policy must have the prior approval of the Headmaster in consultation with the Chief Financial Officer.

8. Financial aid may be discontinued at any time based on poor academic performance, disciplinary or honor problems as may be determined by the Headmaster in consultation with the relevant Division Director.

9. All documentation received in support of financial aid applications will be treated in the strictest of confidence at all times by the school’s Business Office.

10. A report of the total amount of financial aid granted to all recipients shall be made to the School Board and will be reflected in the financial reports of the school. Except in the case of merit scholars, the names of individual recipients and circumstances will remain confidential.