

EB COMMUNITY SUPPORT FUND



To financially support our community, Ecole Bilingue offers two programs:

If your needs are not related to the COVID-19 crisis



Tuition Assistance Program

Ecole Bilingue's tuition assistance program provides need-based assistance to enable qualified students to attend Ecole Bilingue. The amount of each student's award depends on the available funds in a given year and the family's documented financial need. The Tuition Assistance Awards are annual awards that must be reapplied for each year. Applications may be submitted any time however it is highly recommended that you apply at the beginning of each calendar year.

If your needs are related to the COVID-19 crisis



Community Support Fund (CSF)

The purpose of the CSF is to support families that have lost the ability to cover tuition due to the COVID-19 health crisis.

To allow EB to adapt our support of families to the quickly changing situation, there will be at least two granting rounds:

- First grant notification August 1, 2020 (application deadline July 1, 2020)
- Second grant notification November 1, 2020 (application deadline October 1, 2020).

Please read the Frequently Asked Questions (FAQ) section. They will help answer your questions regarding the process and other options that may be available to you.



Health Crisis Support Funds Information Sheet

Updated April 2020

It is the goal of Ecole Bilingue's Board and Administration to alleviate some of the financial stress the health crisis has had on families. As such, EB will be offering Community Support Funds (CSF) for 2020-2021 tuition for financially impacted families. The below Frequently Asked Questions (FAQ) is intended to answer your questions regarding the process and other options that may be available to you.

Please remember that the purpose of the CSF is to support families that have lost the ability to cover tuition due to the health crisis. We have all made adjustments to our lifestyles due to the severity of the situation but please consider whether that constitutes applying for CSF. For those that are able to continue to pay full tuition, we appreciate your efforts and continued support of the school and the community. We are confident that the altruistic nature of the EB community will continue even stronger after this crisis.

1. My family's financial situation has been impacted by the health crisis. What should I do next?

1. Email Mary Wallace Shaver, Chief Financial Officer, at mw.shaver@ebnola.com, to let the Administration know you have been impacted and will be taking the next steps in applying for assistance. Please do so as soon as possible, but at least by July 1st.
 - a. This information will aid our Tuition Assistance Committee and Board in planning for the amount of Community Support Funds (CSF) that may be necessary.
 - b. Mary Wallace will also be able to answer any questions you have regarding possible immediate steps EB can take to support your family.
 - c. Please indicate in your email if you would like to set a time to virtually meet to discuss your needs or the process with Mary Wallace and/or Pierre-Loic.
2. To be considered for CSF for 2020-2021 tuition, a family must submit a Financial Aid Application in the [TADS](#) system under the Financial Aid tab. Please read further for more information, including applicable deadlines.

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2. My child is entering Maternelle (Crèche, Toute Petite, Petite or Moyenne). Is Tuition Assistance Available to us?

Yes, in response to the health crisis impacting families with children of all ages, the Board of Directors approved in April 2020 to extend Tuition Assistance as well as the Community Support Fund (CSF) to students of any grade for the 2020-2021 school year.

3. What information will I need to fill out my Financial Aid Application in TADS?

TADS supplies a [worksheet](#) that explains the financial information you will need to complete your application. The information required from 2019 is relatively straight-forward. Here are some tips for filling out the information for 2020 projections:

- **2020 Estimates to be entered in the Financial Aid Application:**
 - You must ensure that your estimates for 2020 accurately reflect any recent changes in income or expenses.
 - Include your best possible and most reasonable estimate and keep in mind that you will need to provide support for each element.
 - If you have been laid off or have had a change in income, please edit your income estimate for as long as you expect the change may occur. Please note that you will be required to enter information supporting your timeline in the Supplemental Questions section of the application.
 - If you are receiving unemployment or other stimulus funds, please include those for as long as you expect you will continue to receive them.
 - The Tuition Assistance Committee will be making decisions based on concrete evidence, so we ask you to not generalize and be very specific about your situation.
- **Support to be Uploaded into TADS:**
 - Upload directly into TADS all relevant supporting documents for each of your estimated amounts, including:
 - Most recent pay stub from 2020.
 - If you have been laid off or have had a change in income, upload support for your termination, furlough and/or change in income.
 - If you are receiving unemployment or other stimulus funds, upload support for the amount of unemployment or stimulus funds you are receiving.
 - If you have had a change in expenses such as health insurance or childcare expenses, upload supporting documentation for each.

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- If your business has had a change in income (revenue or expenses), provide relevant year to date (comparable) financial statements (for the last two months and the same period a year ago).
- If you have questions about what support may be appropriate, email TADS at TADS-support@communitybrands.com.
- For any support not included in your original application, TADS auditors will reach out to you to request it. This is time-consuming and may cause a delay in the auditing of your application. Applications in “GOOD” and “FAIR” status will be reviewed first by the Tuition Assistance Committee. If your application is in “POOR” standing, the Committee will not be able to review your application until it is completed.
- Ecole Bilingue reserves the right to revoke a grant if knowingly false or inaccurate information is provided.
- **Additional Information to provide in the Supplement Questions section in TADS:**
 - Include a detailed description of your financial calculation in the Supplemental Questions section of your Financial Aid Application.
 - Please include information regarding:
 - Which of your job/business/income sources has been lost/closed/reduced.
 - What industry is the impacted job/business/income source in and describe why it has been impacted.
 - Explain how quickly you expect business in your field to return to a new normal.
 - Note that, if you have not had a documented change in income, TADS will keep your 2020 estimated income the same as 2019. If that is the case but you believe you will be impacted, you need to provide written information in the Supplemental Questions section explaining why you think you will have a need for HCSF.
 - If you do not know yet how long your income will be impacted by the health crisis, which is likely, please include the expected length of your impact and include relevant information about your industry and why you think it will be impacted for that length of time. This time frame should match the revenue and expense numbers you entered in the Financial Aid portion.
 - You may also upload a personal letter into TADS introducing your family to the Tuition Assistance Committee but we prefer you put all information regarding your financial calculation and personal situation in the Supplemental Questions section.

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4. What is the difference between Ecole Bilingue's traditional Tuition Assistance program and the Community Support Funds?

Community Support Funds (CSF) are part of the Tuition Assistance program but are specifically set aside to address family's financial needs as a result of the COVID-19 health crisis in 2020. If a family has a need for Tuition Assistance that is separate from the health crisis, they should apply for the regular Tuition Assistance program. If a family only expects to have a need for financial support as a result of the COVID-19 health crisis, they should apply for CSF.

When you fill out your Financial Aid Supplemental Questions in [TADS](#), you will be asked whether you are applying for CSF or Tuition Assistance so please indicate the option that best matches your situation. If, during the course of the year, you are impacted, please update TADS by emailing as indicated to Question #6.

5. What if my family has a need for Tuition Assistance separate from the health crisis and the health crisis has made it worse?

We understand that this may be the case for some families and those families should indicate in the Supplement Questions that they are applying for Tuition Assistance. We will take the health crisis into consideration for the 2020-2021 awarding.

6. If I applied for Tuition Assistance for 2020-2021 prior to May but now I have been further impacted financially by the health crisis, how do I apply for additional funds?

1. Email Mary Wallace Shaver, Chief Financial Officer, at mw.shaver@ebnola.com to let her know you have been impacted and will be updating your Financial Aid application.
2. Email updates regarding your financial situation to TADS-support@communitybrands.com by July 1, 2020. Be sure to include the following in your email:
 - Include your original TADS Financial Aid Application reference number in the subject line of the email. You will not be submitting a new application but instead TADS will be updating your originally submitted application.
 - Details about specific changes in your financial situation in the body of the email.
3. Upload the required supporting documentation to support the change. Refer to the answer to the Question #3 regarding the support required.

EB Administration will be notified by TADS once the updates are made to your application. Note that additional funds awarded will be considered CSF.

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7. What is the application timeline?

May through June - Applications available for input: TADS Financial Aid Applications open for submission. (CSF are applied for through TADS Financial Aid Applications)

- We encourage families to submit applications now based on the best information possible. This will allow TADS and the Tuition Assistance Committee ample time to review your application in advance of the deadlines so decisions can be made efficiently thereafter.
- Email TADS with any updates to your estimated 2020 financial position prior to July 1. Refer to instructions for making updates in Question #6.

July 1 - Application Deadline: deadline for submitting Financial Aid Applications to be considered in initial round of funding

- For any applicant family with fully submitted applications (labeled as “GOOD” or “FAIR” in the TADS system) as of July 1, their first tuition payment of 2020-2021 will be moved to August 1st or August 15th, depending on which day the family selected.

August 1 - Grant Notification Date for first round of CSF

October 1 - Application Deadline: deadline for updating 2020 estimated financial information or attesting that originally submitted calculation is still accurate. If you did not apply for the first round, this is also the deadline for applying for the second round.

November 1 - Grant Notification Date for second round of CSF

Please note that we understand the situation is fluid and that families may be impacted at different times. Any time you become aware of a need or a change in need, then we encourage you to reach out to Mary Wallace and begin your application in TADS or email your updates to TADS-support@communitybrands.com if you have already started an application.

8. I submitted my Financial Aid Application but now I received updated information regarding my 2020 financial estimate.

Any time you have a relevant update to your financial situation for 2020, email TADS-support@communitybrands.com. Be sure to include the following in your email:

- Include your original TADS Financial Aid Application reference number in the subject line of the email. You will not be submitting a new application but instead TADS will be updating your originally submitted application.
- Details about specific changes in your financial situation in the body of the email.
- **In addition to sending the email,** upload the required supporting documentation to support the change. Refer to the answer to the Question #3 regarding the support required.

EB Administration will be notified by TADS once the updates are made to your application.

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9. How are the grant amount determined?

These grant amounts are determined by the Tuition Assistance Committee based upon a family's need and will take into consideration how much of the community is being impacted.

10. Why are there two rounds of CSF assistance?

Due to the fluidity and uncertainty of the health situation and the fact that many families do not yet know exactly how long or to what extent they will be financially impacted, EB will be granting two rounds of CSF grants.

11. How will the first round of CSF grants work?

For families that have completed their applications by July 1st, the initial CSF grant amount will be calculated based on the family's need for the first 3 months (August, September and October) and will be applied directly to those first 3 tuition payments (August, September and October), allowing EB to support families during this immediate time of uncertainty.

12. How will the second round of CSF grants work?

The Tuition Assistance Committee will ask families to update their 2020 financial estimate or confirm that there have not been any changes. This information needs to be submitted no later than October 1st. Based on the information submitted, the Tuition Assistance Committee will award another 3 month CSF grant (November, December, January). Families that did not previously apply for the first round but would like to apply for the second round, should submit their applications no later than October 1st.

13. When would I update my application for a second round of CSF grants?

Please mark your calendar to update your financial situation by email to TADS with supporting documentation, no later than October 1, 2020 in order to be considered for a second CSF grant.

14. Will there be a third round of CSF grants?

As this is a fluid situation, the Tuition Assistance committee will assess the situation and make decisions that will best reflect the needs of the Ecole Bilingue community.

15. Will my Financial Aid Application and information regarding our family's financial situation remain confidential?

Please be advised that all financial information is held confidential by the Tuition Assistance Committee. Families are also required to keep financial awards private.

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16. What are some other ways that EB has offered to help families already?

- Offered to all families to delay 2020-2021 fees payments originally due 4/1 and will delay further as necessary.
- If requested, final 2019-2020 tuition payments originally due in April have been delayed.
- Offered to all families to give a credit on 2020-2021 fees for any unused lunch or before/after-care credit. *All unused credit not applied to fees will be available for use next school year or during camp.*
- Offered on case by case basis to give a credit or refund for unused ateliers that are run by EB.
 - *We plan to give credit automatically to everyone in EB-run atelier once the length of closure is determined.*
 - *We are working with and encouraging 3rd party atelier providers to also give credits or refunds.*
- Will extend the 10% early bird discount for camp for EB families.
- Assisting in promoting EB family businesses.

It is the goal of Ecole Bilingue's Board and Administration to remain proactive, supportive and transparent throughout this unprecedented time so we expect to have further updates on how we can assist families as things progress.

17. I have more questions. How can I get in touch with somebody?

Regarding Tuition Assistance, CSF or billing questions, please contact Mary Wallace Shaver, Chief Financial Officer, at mw.shaver@ebnola.com. For questions regarding your Financial Aid Applications or to make updates to your application, contact TADS directly at TADS-support@communitybrands.com or call them at 800-477-8237.

It is always good to refer to Ecole Bilingue's [Whom to Contact?](#) document for any other questions. Please note that during the school closure, emailing the individual is the best way to contact them and they will subsequently set up a call or zoom meeting with you as necessary.

Ecole Bilingue admits qualified students of any race, color, gender, religion, national and ethnic origin to all the rights, privileges, programs and activities to students at the school. It does not discriminate on the basis of race, color, gender, religion, national and ethnic origin in the administration of its educational and admissions policies and other school-administered programs.