Rose Hill Montessori PTO Scholarship/Financial Aid Fund
Application Information Handbook

Revised December 8, 2025

SCHOLARSHIP/FINANCIAL AID INFORMATION

The PTO has set aside **$4,000** for the 2026-27 school year scholarship(s). Thank you PTO! 2026-27 Scholarship Applications will be available starting January 5th, 2026. They are due Friday, February 27, 2026, by 3:15pm. (Completed applications will be promptly delivered to the external Scholarship Committee at 3:15pm, Feb 27.)

MISSION

To support the philosophy of Montessori education, the Parent Teacher Organization (PTO) of Rose Hill Montessori (RHM) School sponsors the scholarship(s) for our Rose Hill community. The purpose of this financial scholarship is to assist committed students and their families in a time of financial need to continue their Rose Hill studies. The scholarship(s) will be awarded to families who have followed and completed the application process, provided documentation of need, and who have demonstrated a commitment to the Montessori philosophy of education. The amount allocated to the fund will be decided annually by the PTO by November monthly PTO meeting. The recipient(s) and amount of the scholarship(s) will be chosen by a scholarship selection committee.

APPLICATION GUIDELINES

Who is eligible?

Family applicants of the Rose Hill Montessori PTO scholarship award must be currently enrolled at RHM School and in good standing. This means the family has willingly adhered to all of the school policies. The parents/guardians have met all of their obligations and commitments to the school, to the classrooms, to their child, and to the supplemental programs offered at the school or by the PTO. The parents/guardians have also met all of their financial obligations, staying current with tuition and fees. The student applicant has met and maintains the academic and disciplinary standards of the school and his/her classroom.

RHM School, its PTO and the scholarship selection committee do not discriminate on the basis of race, color, religion, and national and ethnic origin in administration of its policies and other administrative programs.

Selection criteria

The primary basis for selection is the financial need of RHM families. Need is established by considering each family's circumstance such as income, assets, liabilities, family size, number of siblings at RHM.

The secondary criterion for selection is (a) the student's character, performance, and motivation to learn and work to the best of his/her cognitive and physical abilities and (b) the family's involvement and commitment to their child's education and school.

Preference will be given to families of elementary students, providing all other selection criteria are equal.

Additional considerations:

- Families failing to complete the enrollment procedure to RHM School as required by the administration by or before the 1st day of school will forfeit their awards. Awards will then be returned to the general funds.
- Families falsifying any information will be disqualified and their application withdrawn.
- Families failing to remain in good standing or failing at any time to be financially current with tuition and fees will forfeit their award.
- Student applicants are expected to meet and maintain the academic and disciplinary standards of the school and their classrooms or risk nullifying the award.

How and When to Apply

- Application forms may be picked up at the school or by emailing the school at Office@RoseHillMontessori.com starting January 5th, or the first day of 2nd semester.
- Families having siblings at Rose Hill Montessori will need to submit a Teacher Referral form for each sibling. Teacher Referral forms should be submitted to the teacher(s) well in advance of the due date so there is ample time for the teacher to write a thoughtful referral.
- Applications are to be completed and returned to Julie Douglas by February 28. When February 28 falls on a weekend, applications are due the Friday before. After the due date and time, no scholarship/financial aid applications for the upcoming school year will be accepted.
- For students of divorced or separated parents/guardians, each parent/guardian financially responsible for the student must fill out an application and provide all personal and financial information and the required attachments: tax return, most recent W-2, Statement of Need, Statement of Support.
- The applicant families are responsible for completing the entire application process and providing all the information and attachments requested. Incomplete applications will not be forwarded to the Scholarship Selection Committee.
- Families needing assistance will need to reapply each year. The amount awarded to a family may vary from year to year based on the PTO funds available, the number of families needing assistance, and changes in the family's financial circumstance.
- Once all forms are submitted, they become the property of the RHM PTO Scholarship Fund.

Privacy Policy

All application forms and supporting documents submitted are held in the strictest confidence and will be destroyed by shredding when no longer needed by the Selection Committee. *For this purpose,* ***the school administrator shall be appointed for the collection and storage of all applications.***

We promise to make every attempt to keep the applicant and recipient anonymous by following the procedure below:

1. Applicants will place *completed forms and supporting material in a* ***sealed*** *envelope addressed to the school administrator and* ***mark it Confidential***.
2. The administrator will photocopy every document and on the photocopy s/he will black out all personal information that could reveal the identity of the applicant family and student such as name, address, etc.
3. The photocopied submissions will receive an identifying number code. The coded forms will then be given to the Scholarship Selection Committee for its review of eligibility.
4. When the scholarship recipient and amount determinations are final, the committee will report its decision of the awards to be made to the administrator and will return to the administrator all applications and supporting information given to it, so they may be destroyed.
5. The administrator will contact the family(ies) of the award(s) and the amount of the award(s).
6. The recipient family(ies) and student(s) will remain anonymous.

Selection and Distribution of Awards

- A Scholarship Selection Committee, approved by the RHM Head of School, whose members are not current RHM parents or teachers, will make the determinations for the awards.
- Selections shall be made by or before March 15 and all applicants will be notified as soon as possible after March 15.
- Awards will be sent directly to the school – half each semester – to offset the tuition of the family(ies).