

How to Apply for Flexible Tuition

A Quick Reference Guide



Clarity

The need-based Flexible Tuition application in partnership with Clarity Tuition is a streamlined and user-friendly way for families to securely share key financial information.

When the application is submitted, Hawken is able to make Flexible Tuition determinations based on the school budget, policies, and mission. Most families can complete the Flexible Tuition Application in fewer than 30 minutes. The application is also mobile-friendly and does not need to be completed in a single sitting; you can always save your progress and return later.

- Please complete the application by the **January 13 deadline** for new students entering Hawken.
 - If you are considered a rolling applicant, please complete this application at the same time as your admission application.
- You only need to complete **one Clarity application per household**. Your application will also cover any number of children in your household.
 - Please note that if there is more than one household, each household will need to complete its own separate application for Flexible Tuition. All information is held confidentially.
- While the Clarity application is designed to be easy enough to fill out in one sitting, you can **save your work at any time** and come back to it later. Be sure to always click the "Save and continue" button at the bottom of the page to save your work.
- **Gathering documents and information** like your most recent tax documents can help you complete the application.
- **Throughout the application you will see this symbol:** . Hover your mouse or tap your finger on this symbol to see helpful tips and explanations.
- Be sure to **monitor your Clarity portal** throughout the application process. Hawken may request additional documentation, and those requirements will be displayed in the "Document Requests" section of your portal.

To get started:

- Go to **clarityapp.com** and click "Create an account".
- Start with household and applicant information. Select all campuses to which you are applying: Hawken School, Birchwood School of Hawken, and/or Mastery School of Hawken
- Sign and submit a Form 4506c to give Clarity permission to pull your prior year tax returns.
- This means you won't need to upload any prior year tax documents yourself!
- Complete your financial information, including income, expenses, assets, and debts.
- The application fee is \$55 per household and covers all the Clarity schools to which you are applying.
- Schools may require additional documents in addition to last year's taxes.
- Check the "Document Requests" panel on your portal to see what you need to upload additionally.

Pro Tips:

- To the best of your ability, enter accurate information on assets such as bank accounts, investment portfolios, home value, and balances on car loans, student loans, etc. You might need to gather some paperwork or log into some accounts to have that information handy.
- Be sure to consider all your monthly and annual expenses and include any additional expenses (not already reported) in the "out of pocket expenses" section.

Need more help?

We encourage you to use this Quick Reference Guide along with our complete Family Application Guide as you complete your Clarity application, but if you do need more help, feel free to contact us via email at support@claritytuition.com.