



## Easter Preschool Tuition Assistance Application

**Tuition Assistance Eligibility** - Tuition assistance amount is based on yearly gross income of all household members and household size within the program's income guidelines. Availability and duration of tuition assistance may be limited. Re-determination of eligibility will be done annually and when changes in income and/or household members changes during the year. In most cases tuition assistance will only be granted for the Tuesday/Thursday class session.

### Family Data

Total number of adults & children living in household: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Marital Status:            single                            married

Please list all household members.

Name and Birthdate	Name and Birthdate

### Income

List income of all household members. ATTACH DOCUMENTATION FOR ALL INCOME.

\_\_\_\_\_ Gross Income from employment (weekly? every 2 weeks? monthly, twice a mo.?)

\_\_\_\_\_ Child Support (weekly? monthly?)

\_\_\_\_\_ Other Income (weekly? every 2 weeks, monthly, twice a month?)

TOTAL ANNUAL INCOME (Gross) \_\_\_\_\_

Are you currently receiving any of the following?:  MFIP     Medical Assistance     Food Stamps  
 Social Security Income

Employment Information	Adult 1	Adult 2 (if applicable)
Adult Name		
Employer Name		
Phone		
Work – Hours & Days		
Date of Employment		

Training Information	Adult 1	Adult 2 (if applicable)
Adult Name		
Name of School		
Program Enrolled In		
Completion Date		

**Certification of Information:** I certify that the information I have given on this application is true and accurate and that all household income is reported. I understand that Easter Preschool may verify the information and that deliberate misrepresentation of information may cause forfeiture of the tuition assistance. It is my responsibility to report any changes in the information on this form to the Director.

I agree to pay my portion of the tuition as agreed upon for the entire school year. Failure to pay and/or poor attendance followed by a meeting with the director may result in loss of tuition assistance.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



## **Easter Preschool Tuition Assistance Application Information**

Each year Easter Preschool awards thousands of dollars in tuition assistance to families enrolled in the program. It is our mission of the Easter Preschool tuition assistance committee to support the existing mission of Easter Preschool by providing monetary assistance to families experiencing temporary or long-term financial hardship.

The information requested on the scholarship application is used to determine eligibility and will be processed by the Tuition Assistance committee. Non-identifying family and financial information will be collected to complete reports for donors. As a recipient in the program, you will be asked to help report to our funders by providing information in full on the applications and through periodic reviews of your family's eligibility. Our funders want to know how the program has helped you and your child.

In order to serve families in the best way possible with the limited dollars that are available, there are parent fee pay requirements and scholarship limitations for recipients. Tuition assistance amount is based on yearly gross income of all household members and household size within the program's income guidelines. Availability and duration of scholarship for each family may be limited.

### **PROCEDURES:**

- 1. Guardian completes and signs the tuition assistance application form and provides 2 consecutive pay stubs or the most recent federal tax return form 1040.*
- 2. The application and all other required forms are forwarded to the Tuition Assistance Committee. A decision on complete applications will be made by the first week of June.*
- 3. Families will be placed in 2-day sessions unless they are able to contribute the tuition difference between a 2-day and 3-day or 4-day session. The difference in tuition amount is due in addition to the portion of tuition owed as determined by the tuition assistance committee.*
- 4. The Director notifies the parent of the tuition assistance funding decision.*
- 5. If the applicant has been selected to receive tuition assistance, the director will notify the applicant of their co-pay each month.*
- 6. Tuition assistance is granted for one preschool year. Families must re-apply each year.*

### **Expectations for Recipients of Tuition Assistance:**

- 1. Families are required to have consistent attendance. Children who have 4 unexcused absences require a meeting between the family, director and committee members in order to reevaluate the child's tuition assistance status.*
- 2. As a recipient in the program, you will be asked to help report to our funders by providing information in full on the applications and through periodic reviews of your family's eligibility. Our funders want to know how the program has helped you and your child.*

***Working together, we can help ensure the continued success of this tuition assistance program!***