



# **Tuition Assistance Application Fall/Spring 2018-19**

Dear Parent/Guardian:

We understand the significant obligation and sacrifice families undertake by enrolling their children at Mind-Builders Creative Arts Center. We are committed to providing financial support to our new and continuing students who qualify for tuition assistance. Tuition assistance awards are based on the financial information of both custodial and non-custodial parents or guardians and other working adults in the home. In order for the school to make a fair determination, all financial documentation must be provided.

While Mind-Builders is committed to serving all qualified students in our community, we have a limited amount of tuition assistance available every year and unfortunately cannot provide all deserving families with full assistance. However, no student will be turned away from taking classes if they can't afford to pay. The number of classes that can be taken may be limited though. Mind-Builders will continue to accept applications throughout the year, dependent upon the availability of additional funds.

**Enclosed you will find the application for 2018-19.**

- **Please attach a copy of your 2018 Federal 1040 Tax return.**
- Public assistance applicants, **attach a recent budget letter.**
- Unemployed applicants, **attach a recent unemployment payment disbursement history.**
- **Tuition Assistance is limited to one class per student for new students and two classes for returning students unless approved by administrator.**
- **Multiple class discounts do not apply to the classes receiving Tuition Assistance.**
- **Form must be completely filled out and signed. All incomplete applications will be returned and there will be a delay in processing.**
- **Please note that if student does not comply with attendance, tuition assistance will be forfeited.**

***Note: Tuition Assistance is strictly reserved for those families whose household income demonstrates financial need. All questions are required to be filled out completely. Since limited numbers of Tuition Assistance slots are available, all those considering applying are reminded that payment plans are also available to suit your needs.***



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FAMILY INFORMATION					<input type="radio"/> New Student(s)	<input type="radio"/> Returning Student(s)
Parent/Guardian Last Name		First Name		Relationship to Student(s)		
2nd Parent/Guardian Last Name		First Name		Work/Cell phone number		
Street Address	APT#	City	State	Zip Code		
Cell phone number	Home number	E-Mail Address (Print Clearly)				
Employer's Name		\$	Annual Salary			
2nd Parent/Guardian Employer's Name		\$	Annual Salary			

STUDENT INFORMATION		
Student	Age	Total tuition
Student	Age	Total tuition
Student	Age	Total tuition
Student	Age	Total tuition

HOUSEHOLD INCOME SOURCES	
Employment Wages \$	weekly/ bi-weekly/ monthly (please include current paystubs)
Unemployment Benefits \$	(weekly amount, include print out of payment history)
Public Assistance benefits \$	(monthly amount, include award letter)
SSI/Disability benefits \$	(monthly amount, include award letter)
Child support benefits \$	(weekly or bi-weekly amount, include award letter)
Other income (example: tenant rental, food stamps \$	

TUITION PAYMENT	
Total household income per month: \$	Number of adults living in household
	Number of youth living in household
Please list any other factors that affect your ability to pay	
How much tuition are you able to afford each month? \$	

# Tuition Assistance Agreement Fall/Spring 2018-19

If Tuition Assistance is granted for my child/ren, I understand and agree that: (Please initial below)

- I will be responsible for all tuition fees not covered by my award. \_\_\_\_\_
- I will be responsible for all recital/production fee (if applicable) \_\_\_\_\_
- I will maintain my monthly payment schedule, due the first class of each month. \_\_\_\_\_
- I will be responsible for making certain that my child attends regularly. \_\_\_\_\_

**(More than 3 absences will lead to review of tuition assistance and possible termination).**

**Waiting list procedure:** When all available tuition assistance has been awarded, remaining T.A. applicants are placed on a waiting list. The School will continue to accept applications with the expectation that additional funds may become available throughout the year.

I hereby affirm that the information contained in this application is true and correct. If my financial circumstances change, I will notify Mind-Builders Creative Arts Center. In the event that it is determined that any of the statements in this application are not true or not correct, any amount granted as tuition assistance will be immediately deemed to be a debt and payable by me to Mind-Builders Creative Arts Center.

\_\_\_\_\_  
Guardian/Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co- Applicant Signature

\_\_\_\_\_  
Date

## OFFICE USE ONLY

- ☐ Application complete
  - ☐ All support documents submitted
  - ☐ Copy of documents sent to committee
  - ☐ Committee decision/award complete
  - ☐ Contract signed by parent
- ☐ Awarded      ☐ Denied