

# Earthplace

## Tuition Assistance



### Tuition Assistance

Tuition Assistance is available for Earthplace families with demonstrated financial need. Tuition assistance at Earthplace is offered in two forms: scholarship or automatic monthly payment plan. The goal of tuition assistance is to:

- Make Earthplace programs accessible to all children including children from families with limited financial resources
- Ensure that no Earthplace families are forced to leave Earthplace programs because of an unforeseen change in their family's financial situation

Aid is awarded based on completed Tuition Assistance Applications, recent tax returns (from all parents/guardians), financial need, and other information or documentation that may be requested to support the information reported (such as paycheck stubs). Earthplace has a limited number of scholarships available.

### Tuition Assistance Application Process

Tuition Assistance Applications for current and new families should be submitted with applications for enrollment or when the need arises. All information requested on the application must be completed and copies of all the parent(s)/guardian(s) most recent tax returns must be included with the application (please black out your social security number on all tax forms prior to submitting them with the application).

Tuition Assistance Applications are assessed on an ongoing basis.

Tuition Assistance Applications will be reviewed by the Earthplace Finance Director and Program Director(s). Assistance is granted in the form of partial scholarships (up to 25%) or an automatic monthly payment plan. Scholarships and payment plans will be awarded without regard to race, age, gender, color, sex, national or ethnic origin, physical or mental disability, religion of the student or student's family.

Scholarships and payment plans are only granted for up to one year and will be applied to the current or upcoming school/program year depending on the timing of the application. Scholarships and payment plans will be reviewed every 6 months and do not carry over to school/program years. Families requesting assistance beyond the first year must re-apply each year. If a family is applying for assistance for more than one child, this must be noted on the application.

Families receiving scholarships must also agree to an automatic payment plan to ensure that tuition/program payments are made in a timely manner, in accordance with Earthplace policies. Failure to do so may result in the scholarship(s) being suspended or revoked. Late fees will be applied in accordance with Earthplace policy.

Completed applications (with required documents) can be submitted using one of the following methods:

- Via email to the Earthplace Director of Finance [Lholder@earthplace.org](mailto:Lholder@earthplace.org)
- In person – please place the application in a sealed envelope marked “Director of Finance”
- Via mail: Earthplace Director of Finance, 10 Woodside Lane, Westport, CT 06880-2322

Applicants will be notified by phone or email when a decision has been made.

Any request for assistance – and its awarding – will be held in the strictest confidence.

### Questions

Please direct any questions to the Director of Finance ([Lholder@earthplace.org](mailto:Lholder@earthplace.org)).

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## Tuition Assistance Application



### 1. Student(s) Information

Student #1 Name: \_\_\_\_\_ DOB: \_\_\_\_\_

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

Program applying for: \_\_\_\_\_ If preschool, what class: \_\_\_\_\_

Student #2 Name: \_\_\_\_\_ DOB: \_\_\_\_\_

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

Program applying for: \_\_\_\_\_ If preschool, what class: \_\_\_\_\_

### 2. Parent(s)/Guardian(s) Information

Parent/Guardian #1 Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_ Gross Annual Income: \_\_\_\_\_

Parent/Guardian #2 Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_ Gross Annual Income: \_\_\_\_\_

Have you previously received any Earthplace tuition assistance scholarship(s)? (circle one) Yes No

How many months do you anticipate you will need financial aid? \_\_\_\_\_

### 3. Financial Information

Person financially responsible for tuition: \_\_\_\_\_

Number of other dependant children: \_\_\_\_\_

Family monthly Income from Employment: \_\_\_\_\_ *round to nearest dollar*

Family monthly Income Other: (child support, alimony, interest, etc.) \_\_\_\_\_ *round to nearest dollar*

Family monthly Payroll Taxes: (federal, state, social security, medicare) \_\_\_\_\_ *round to nearest dollar*

Net monthly family income: \_\_\_\_\_

All income from Employment PLUS Income Other MINUS Payroll Taxes: \_\_\_\_\_

#### Monthly financial obligations:

(round to the nearest dollar)

Car loans:	Other tuition/education:
Housing (mortgage/rent):	Other child care:
Utilities:	Other:

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## Tuition Assistance Application Cont'd



### 4. Additional Information for Consideration

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Please provide statement on a separate piece of paper to explain any special circumstances that may help support your need for tuition assistance or payment plan (for example: major family changes, job status changes, unusual medical expenses, special needs of a child or adult family member, etc.).

### 5. Tax Return(s)

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Please attach a copy of the most recent federal tax return for each parent/guardian.

Please black out your social security numbers on all tax forms before submitting them with your application.

### 6. Signature(s)

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I declare that the information reported is true, correct, and complete and that I will notify Earthplace, The Nature Discovery Center within 30 days of any notable changes wither in household status or income.

I agree to provide, if requested, any further information or necessary documentation to support the information reported.

Parent/Guardian #1 Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian #2 Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 7. Confidentiality & Other

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Information is strictly confidential and will not be given to any individual or group other than those responsible for awarding tuition assistance at Earthplace.

Tuition Assistance is granted for up to one year and will be applied to the current or upcoming school/program year depending on the timing of the application. Tuition Assistance scholarships will be reviewed every 6 months and do not carry over to school/program years. Families requesting assistance beyond the first year must re-apply each year.

### 8. Application Submission

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Completed applications (with all required documents) can be submitted using one of the following methods:

- Via email to the Earthplace Director of Finance [l.holder@earthplace.org](mailto:l.holder@earthplace.org)
- In person – please place the application in a sealed envelope marked “Director of Finance”
- Via mail: Earthplace Director of Finance, 10 Woodside Lane, Westport, CT 06880-2322

Applicants will be notified by phone or email when a decision has been made.

### 9. Questions

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Please direct any questions to the Director of Finance ([l.holder@earthplace.org](mailto:l.holder@earthplace.org)).