

## **Richland Academy - Tuition Assistance Guidelines**

Please **DOWNLOAD AS A PDF**, print the document, and complete the form, and return by mail, email, or in-person. If you do not have access to a printer; you may pick up a hard copy at the Front Desk. If you have further questions or need assistance, please contact the Front Desk at 419.522.8224. Application Deadline, **Thursday, May 27th**. Thank you!

### **WHO CAN APPLY FOR TUITION ASSISTANCE?**

Any student currently attending Richland Academy of the Arts or any new student who is interested in participating in our arts programming.

**Students receiving assistance must be enrolled, attend classes or lessons regularly, and show progress and interest.**

### **HOW DO I APPLY FOR TUITION ASSISTANCE?**

To be considered for tuition assistance, please submit the tuition assistance application along with pages 1 and 2 of your most recent tax return.

Renewal of tuition assistance each year is not automatic; therefore, it is necessary to reapply each school year for the fall and summer semesters.

You may apply for assistance in person, by mail, or by email to [pmadore@richlandacademy.com](mailto:pmadore@richlandacademy.com). It is important that you include proof of household income with your application. Your application must include a copy of the first page of your most recent 1040, 1040EZ, or 1040A, AFDC, SSI or unemployment information. **Do not send originals, only copies of the originals.**

### **HOW IS TUITION ASSISTANCE AWARDED AND HOW OFTEN?**

Income based tuition assistance is limited up to a maximum of \$2,500 per school/per family and is based upon financial need. Tuition assistance awards are based upon household size and income according to the Federal guidelines. A 25% minimum and 80% maximum tuition funding is available.

### **WHAT DOES MY ASSISTANCE PAY FOR?**

Tuition assistance is used to pay for tuition only and is not applied to other fees (*i.e. Dance Recital Costumes, Recital Fees, Dance Company Fees, Art Materials, Music Books*). All class participants are responsible for all clothing and supply costs associated with classes.

Student accounts must be current at all times. Students with a balance at the beginning of the new semester cannot receive tuition assistance for the following semester. Students will not be able to participate in performance opportunities if their balance is not current or paid in full at the end of the semester.

## **CAN I LOSE MY ASSISTANCE?**

We are pleased to offer assistance to students and families; however, Richland Academy of the Arts reserves the right to terminate assistance for students whose attendance, attitude, and effort are considered unsatisfactory.

Students are not allowed more than **4 excused absences** and no more than **2 unexcused absences per 32 week semester**.

Student's performance will be evaluated by faculty and staff members twice throughout the 32 week semester. Student's evaluations are available for review. An unsatisfactory evaluation results may result in loss of assistance.

## **HOW WILL I KNOW IF I RECEIVE ASSISTANCE?**

All applicants will receive an official award letter from Richland Academy of the Arts with notification of approval or denial of tuition assistance. The applicant has **35 days** from the date of the official award letter to register for classes/lessons. After this date the tuition assistance is withdrawn and no longer valid. Families must notify Richland Academy of the Arts if they wish to reapply for assistance. Please note, upon re-application the assistance award may be less than the original assistance award withdrawn by Richland Academy of the Arts.

Please note that a positive decision regarding tuition assistance does not automatically enroll a student in class/lesson or reserve a space for a student in a class/lesson. It is the applicant's responsibility to enroll in the desired class. Enrollment at Richland Academy of the Arts classes is on a first-come basis and some classes have a required minimum enrollment that must be met.

### **Volunteering**

Volunteers help us in a variety of ways and their service allows us to keep the cost of classes to a minimum. There are opportunities throughout the year where we may require assistance from the students and families who receive tuition assistance. If you feel you have a special skill that could help support our mission please contact us.

**Please keep us informed if you are struggling to make your payments so that we can help you in any way possible.**

## Reminder!!!

Please complete all pages of the application. **Summer Deadline, May 27th, 2021!**

It is important that you include proof of household income with your application. We are looking for proof of your total yearly gross income and number of dependents from the previous year.

The following documents are typically used for proof of income:

- A copy of the first page of your most recent 2019 Form 1040, 1040EZ or 1040A, or...
- A copy of your yearly AFDC (Aid to Families with Dependent Children) statement or...
- A copy of your SSI (Social Security Income) statement, or...
- Unemployment benefit information, or...
- A copy of your W2.

**Please do not send originals, only copies of the originals.**

**We understand that income reflected on your tax documents may have been affected by COVID-19. Please include information regarding the affect COVID-19 has had on your family's financial situation on the page provided in this application.**





**3. Parent(s), Guardian, Adult Student EMPLOYMENT INFORMATION**

a) Name:

Employer  Self-employed  Unemployed

Occupation: SSI Disability Work phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_

b) Name: \_\_\_\_\_; \_\_\_\_\_  
Last First

Employer /  Self-employed \_\_\_\_\_

Occupation: \_\_\_\_\_ Work phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_

**4. HOUSEHOLD INFORMATION**

Does the student reside with both parents?  Yes  No

Number of dependents (please include all family members for whom you are financially responsible including yourself):

Can you pay half of your tuition?  Yes  No

**5. FINANCIAL INFORMATION** This section is to be completed by the party responsible for payment

Please note that the adjusted gross income must be supported by your most recently filed 2018 tax return and that must be included with the application(form 1040, 1040EZ, or 1040A, AFDC, SSI, or unemployment information)

Annual adjusted gross income: \$ \_\_\_\_\_

If you wish that Richland Academy of the Arts considers additional circumstances when evaluating your tuition assistance needs (such as anticipated future large medical or education expenses, recent job loss, etc.), please explain the situation below or on the next page:

I am currently going through a lot of medical expenses due to kidney issues. I have to pay for meds that are not covered through Medicare and those are not cheap.

If you feel that there are areas you could offer your time through volunteering please provide what you are willing to help with:

**6. CERTIFICATION** By signing below I certify that all the information on this form is true and complete to the best of my knowledge. I realize that incomplete information or any fraudulent information given can result in denial or reversal of tuition assistance.

Signature of applicant's  Father  Mother  Guardian  Self

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

Signature: \_\_\_\_\_

**Please explain how COVID-19 has affected your family's financial situation?**

## RICHLAND ACADEMY OF THE ARTS

*Adopted:*                    *October 2005*

*Revisited:*                *July 10, 2019*

### **POLICY:                    SCHOLARSHIP-TUITION ASSISTANCE PROGRAM**

**PURPOSE:** To ensure that all deserving students in the North Central Ohio area are provided accessibility to quality arts programs, the Academy provides financial assistance to cover a portion of the tuition costs.

**POLICY:** Information provided by the student or responsible adult is used to establish the level of need for each applicant. A Board of Directors *Scholarship Committee* determines the award granted. A maximum award is based on Federal Poverty Guidelines per child. A percentage of the available scholarship funds will be set aside for new students.

#### **A. Scholarship Committee membership consists of the following:**

- Board of Trustee member
- Registrar & Business officer
- Faculty person
- Community representative

#### **B. Determination of Tuition Assistance Funds Available each year**

- At least 5% of total tuition earned as determined from the previous school year
- Additional dedicated scholarship/tuition assistance fundraiser's net proceeds
- Any designates scholarship/tuition assistance donations

#### **C. Requirements for the awards**

- Volunteering three hours per month by student or a family member, if applicable
- First time applicants are granted aid for only one course.
- Attendance- no more than two excused absences per 16 week fall or spring semester and one excused absence during the summer term are allowed
- Evaluations by the respective faculty member are completed twice during a semester and shared with the Scholarship Committee during award discussions
- Student participation in one presentation/performance per semester, if applicable
- All student accounts must be current before an award can be made
- Process developed by the Business Office to notify Instructors and Registrar of account arrears (including failure to complete volunteer hours) so the student does not attend class
- Family notified by Business Office that student may not attend class until accounts are current and all fees paid

#### **D. Age specifications for awards**

- *Minimum age of applicant must meet RAA's age standards for specific classes and lessons.*

#### **E. Application requirements:**

- Scholarship Committee will determine what information is needed in the packet and the due dates.
- Fall, Spring, and Summer application dates will be established by the Scholarship Committee
- Completed packet of scholarship papers due by established due date
- Applications for new students will be accepted throughout the year