



Agassiz Baldwin Community Children's Programs

20 Sacramento Street Cambridge MA 02138

Phone: 617-349-6287 Fax: 617-497-4388

www.agassiz.org

Scholarship Application

Scholarship Application 2011-12

Start Date:
Grade:
QuickBooks:
Filemaker:
Application Received:

Child's program (please specify schedule):

Preschool: Mon-Fri Mon/Wed/Fri Tue/Thurs --> 8:30am-12:00pm 8:30am-2:30pm

Afterschool: # of days per week: _____

Outback: # of weeks: _____ Regular Day (8:30am-2:30pm) Extended day (8:30am-5:30pm)

Child's First Name: _____

Last Name: _____

Address: _____

City: _____

Zip: _____

Home Phone: _____

Parent/Guardian #1 Name: _____

Daytime Phone: _____

Place of Employment: _____

Days/Hours: _____

Home Address & Phone if different from child's: _____

E-mail: _____

Cell #: _____

Parent/Guardian #2 Name: _____

Daytime Phone: _____

Place of Employment: _____

Days/Hours: _____

Home Address & Phone if different from child's: _____

E-mail: _____

Cell #: _____

1.) Required Supporting Information: Please attach a cover letter that explains any additional information that you would like us to consider for scholarship assistance such as high medical bills, significant loss of income or family size. Include if you have applied for any other scholarship assistance.

2.) Required Documentation: In order to process this application we request proper documentation of all sources of income. (check all that apply below and submit documentation with application).

1040 (required) 2 Pay stubs (required) Disability Government Subsidy

Child support (court order) List any other sources of income: _____

- **Please remit completed form to** Jacy Edelman, Director of Children's Programs
20 Sacramento Street, Cambridge, MA 02138

Parent/Caregiver Signature: _____

Date: _____



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Scholarship Guidelines

Goals

The Agassiz Baldwin Community is committed to providing accessible, high quality children's programs. We value strongly a diverse population of children and families and strive to maintain an environment that reflects economic, racial and cultural diversity. To help achieve this end, we have funds allocated for scholarships for our three programs—Afterschool, Preschool and Outback.

Scholarship Deadlines

Applications must be submitted with full documentation by the following dates:

Program:	Due on or before:
Sacramento Street Preschool	April 15
Outback Summer Program	April 15
Agassiz Baldwin Afterschool	July 1

Eligibility

Program participants are given priority for scholarships when the following requirements are met:

1.) All adult members of the household work full time or attend a full time employment-training program. Full-time students may apply as long as they meet the income eligibility level.

2.) Eligibility Guidelines:

- The annual gross income (including child support) is under **\$30,000** for a 1-adult household.
- The annual gross income (including child support) is under **\$50,000** for a 2-adult household or for combined separate household incomes.
- All households: add \$4,000 for each dependent to determine eligibility.

3.) Once all those families who qualify under this policy receive their scholarships, the remainder of the funds will be given, at the discretion of the Director and scholarship committee, to families with special circumstances or who fall just under requirements. Scholarship applications will also be considered on a case-by-case basis for families whose financial or familial situation requires support without which it be impossible for a child or children to attend the Afterschool, Preschool or Outback programs.

Application Procedure

- Families applying for scholarships should fill out an application form and include a copy of the most current IRS 1040 to determine family size and income, as well as two most recent pay stubs. **Applications must be accompanied by a cover letter explaining the familial financial situation.**
- For families with separate households, both households should submit financial documentation unless otherwise noted.
- All applications will be reviewed on an "as received" basis. Decisions will be made in a timely manner.
- Scholarships will be awarded for one calendar year from September through June, and from July through August for summer programming. Families must reapply each year for scholarship assistance and submit

new documentation.

- Families will be informed if all scholarship money has been obligated and, if they wish, they may be placed on a waiting list.
- Families must notify the Director immediately if their financial situation changes during the year in order to determine if they still qualify for scholarship assistance.
- In cases where a payment plan involving scholarship assistance has been agreed to, the Program reserves the right to revoke such assistance if the parent does not comply with the terms of the plan.

Awards

- The amount of money available for scholarships will be determined annually by the board of the Agassiz Baldwin Community and generally falls between 25 - 50% of the tuition.
- The percentage of scholarship funds allocated to the Outback Summer Program is 25% and the percentage allocated to the After School and Preschool program is 75% combined.
- The Director, together with a small committee, will make the final decision on eligibility and will determine the amount of scholarship aid as per the table below.
- Dollar amounts of scholarship assistance will be based on a determination of a family's need, the number of applicants and the amount of money available in a given year. Priority will be given to families who are continuing in the programs and to the siblings of children already enrolled.
- If a parent feels that scholarship assistance was denied unfairly, he or she may request a meeting with the Director. If the meeting does not resolve the issue, the parent(s) may ask that a Parent Representative to the Board of Directors review the decision.
- The policies and procedures set forth are to ensure that all applicants receive full consideration. Ultimately, however, we cannot predict all the unique situations that may arise. In these instances, we reserve the right to make decisions on a case-by-case basis. The ultimate authority in decisions on program scholarship assistance rests with the Agassiz Baldwin Community Board of Directors.

Frequently Asked Questions:

Are scholarship applicants required to submit a non-refundable deposit?

Families who apply for a scholarship are responsible for a portion of the non-refundable deposit which will be applied to June or August tuition.

What if a scholarship application is received after the deadline?

Late applications will be considered if funding allows, but we cannot guarantee a scholarship award.

What if a family member is self-employed?

Self-employed applicants should submit their most recent 1040, specifically their income listed under schedule C.

What if one family member works and the other is a primary caregiver?

Scholarships are awarded only to families where all parents/guardians are working or attending a full-time work-training program. Consideration may be given to families with one parent enrolled in school full-time only if they meet the scholarship income requirements.