

**TUITION ASSISTANCE FORM FOR ACADEMIC YEAR 2012-2013**  
(Confidential)

Dear Applicant:

The Community Music School of Webster University can provide tuition assistance to cover partial tuition expense for students demonstrating financial need and does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, age or handicap.

Tuition assistance is awarded for individual lessons, classes and ensembles during the 2012-2013 academic year (June 2012- May 2013). Tuition assistance will NOT be awarded retroactively. If you enroll for lessons, classes or ensembles before you are granted aid, you are responsible for the normal tuition rates up to the date of your award letter. New applications must be submitted for each academic year. In some cases, awards will be granted for one semester only. In this case, it is your responsibility to obtain and submit an updated application for the next semester.

To apply for assistance:

1. Complete one application form for each student;
2. Sign the form after reading conditions for acceptance – **your signature indicates that you agree to the conditions;**
3. After completing the enclosed forms, attach a copy of ALL of the following proofs of income that apply to you (see below) or anyone in your household:
  - a. Your most current Federal Tax Return 1040 (or 1040EZ, etc.). All wage earners in the household must submit a copy of their federal tax return.

**OR**
  - b. Official proof of social security income, widow's/survivor's pension and/or unemployment compensation, food stamps or TANF income. Copies of award letters clearly stating amount and dates of awards are required.
  - c. Written official proof of other source of income – child support, maintenance and/or alimony

**AND**
  - d. Official documentation of any additional changes in financial situation that occurred after filling out your tax return. This can include unemployment payment vouchers, severance documents, etc. (NOTE: Awards will not be based on informal letters or documentation.)
4. Mail or return the information to Karen Gilbert at CMS, 470 E. Lockwood (mail address), St. Louis, MO 63119.

Sincerely,



Karen Gilbert, Registration Coordinator  
Community Music School of Webster University



**TUITION ASSISTANCE FORM FOR ACADEMIC YEAR 2012-2013**  
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**\*PLEASE SUBMIT ONE FORM PER STUDENT\***

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

(Office Use Only) Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_

**Student Information** *Required fields in bold*

**Name of Student: (First)** \_\_\_\_\_ **(Last)** \_\_\_\_\_

**Birthdate:** \_\_\_\_\_ **School:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** (\_\_\_\_\_) \_\_\_\_\_ **Adult Student's Work Phone:** (\_\_\_\_\_) \_\_\_\_\_

**Assistance Requested For** (check all that apply) : **Summer 2012**  **Fall 2012**  **Spring 2013**

**Instrument / Class / Ensemble:** \_\_\_\_\_

**CMS Teacher (if known):** \_\_\_\_\_

**Previous musical training: Instrument:** \_\_\_\_\_

**No. of years:** \_\_\_\_\_ **Name of teachers:** \_\_\_\_\_

**Parent/Guardian Information** *Required fields in bold*

**Name(s) of Parent(s)/Guardian:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Home Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Work Phone:** (\_\_\_\_\_) \_\_\_\_\_

**List of names of all wage earners in household** (Be sure that official proof of income is attached for all wage earners):  
\_\_\_\_\_

**Total Family Income (GROSS) LAST tax year:** \_\_\_\_\_

**Anticipated Family Income (GROSS) THIS tax year:** \_\_\_\_\_

**Medical & Educational \* Expenses LAST tax year (must include documentation):** \_\_\_\_\_

**Anticipated Medical & Educational \* Expenses THIS tax year:** \_\_\_\_\_

**Please list any special circumstances you think should be considered in evaluating needs:**  
\_\_\_\_\_

**List all dependents *other* than student named above:** \_\_\_\_\_

\*Educational expenses: do not include college or private/parochial school tuition.

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**Please check off all the proofs of income you have attached:**

\_\_\_\_\_ Current signed Federal Form(s) 1040 for **all wage earners in household** – **REQUIRED** unless you do not report income because you receive government assistance

**OR**

\_\_\_\_\_ Official proof of social security income (copy of official award letter with dates and amount of award)

\_\_\_\_\_ Official proof of widow's/survivor's pension (copy of official award letter with dates and amount of award)

\_\_\_\_\_ Official proof of unemployment compensation (copy of official award letter with dates and amount of award)

\_\_\_\_\_ Official proof of child support or alimony income

\_\_\_\_\_ Official written evidence of annual income from your employer or an authorized government agency (attach this only if you did not file a Federal 1040 form)

**AND**

\_\_\_\_\_ Written documentation of changes in your financial situation that occurred after filing tax return

**Tuition assistance will not be granted unless all requested information is submitted.**

I certify that the above information is accurate and that falsification of any information will result in the cancellation of any tuition assistance.

If we are awarded tuition assistance, I agree that:

- I/my child must abide by the school policies published in the school catalog, and
- Tuition assistance may be withdrawn from any student who does not maintain a record of satisfactory attendance, cooperation, endeavor, or achievement, and
- I will pay my portion of our tuition and fees in full by the final pay due date for each semester (Summer: July 30, Fall: November 30, Spring: April 30), and
- I will return the re-enrollment forms by the due dates; if I do not, my award for that semester is in jeopardy.

\_\_\_\_\_  
(Signature of Parent/Guardian or adult student)

\_\_\_\_\_  
(Date)

**(For Office Use Only)**

Sufficient documentation? \_\_\_\_ Yes \_\_\_\_ No      If *NO*, date of communication with applicant: \_\_\_\_\_

Tuition assistance Granted? \_\_\_\_ Yes \_\_\_\_ No      Date: \_\_\_\_\_

Waitlist deferred: \_\_\_\_\_

Teacher Recommendation (Attach teacher evaluation.): \_\_\_\_\_ Yes      \_\_\_\_\_ No

Income set at: \_\_\_\_\_      Amount of Award: \_\_\_\_% **or** OTHER: \_\_\_\_\_

Recipient notified: \_\_\_\_\_ date (Attach letter or copy of e-mail)

Comments: \_\_\_\_\_

\_\_\_\_\_  
Administrator's Signature