

TUITION ASSISTANCE FORM FOR ACADEMIC YEAR 2009-2010
(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 2009-2010 academic year (June 12, 2009- June 10, 2010). 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 stipulations – your signature indicates that you agree to the stipulations;
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.

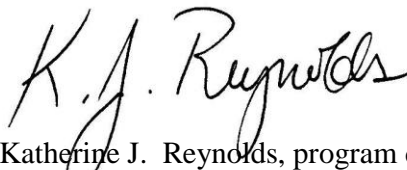
OR

 - 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 K.J. Reynolds at CMS, 470 E. Lockwood (mail address), St. Louis, MO 63119.

Sincerely,



Katherine J. Reynolds, program director
Community Music School of Webster University



**TUITION ASSISTANCE FORM FOR ACADEMIC YEAR 2009-2010
(Confidential)**

PLEASE SUBMIT ONE FORM PER STUDENT

Date Submitted: _____

(Office Use Only) Date Received: _____ Date Completed: _____

Student Information

Name of Student: (First) _____ (Last) _____

Birthdate: _____ School: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ Adult Student's Work Phone: (____) _____

Assistance Requested For (check desired semesters) : **Summer 09** **Fall 09** **Spring 10**

Instrument / Class / Ensemble: _____

Teacher (if known): _____

Previous musical training: Instrument: _____

No. of years: _____ Name of teachers: _____

Parent/Guardian Information

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: _____

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 tuition .

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. I understand that I/my child must abide by the school policies published in the school catalog, and that tuition assistance may be withdrawn from any student who does not maintain a record of satisfactory cooperation, endeavor, or achievement.

(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

Comments: _____

Income set at: _____

Amount of Award: ____% or OTHER: _____

Recipient notified: ____date (Attach letter or copy of e-mail)

Comments: _____

Administrator's Signature