

NEED SCHOLARSHIP POLICY STATEMENT

SELECTION POLICY

Families with a child or children younger than 18 years old are eligible to apply for a need scholarship. **Scholarships will be awarded on the basis of the following:**

- Need, as demonstrated by family size, income information, and extenuating circumstances;
- Teacher recommendation, from the current CSA teacher for returning applicants or from a classroom teacher (preferably art or music) for new applicants;
- Availability of scholarship funds;
- Applicant's payment history with the community school program.

Important Notes

- Scholarship awards are partial and are awarded in the form of discounted registration fees. Please submit one form per family, listing all members requesting funding.
- Those who are new to the program, if funded, are likely to receive a small award as first-time applicants; this may be re-evaluated and increased by the committee in an upcoming semester.
- A family with a gross adjusted income of \$75,000 or more per year is ineligible to apply for a need scholarship.

APPLICATION PROCESS AND REQUIRED DOCUMENTS

Applications missing any of the following or submitted after the deadline will not be considered by the committee:

1. **Scholarship Application Form and Income Information** The scholarship application form must include a photocopy of your most recent federal income tax return. If parents and/or guardians file taxes separately, please include a copy of both statements. If you did not file a tax return, a letter from your employer stating your income or a copy of your W2 form will suffice. A pay stub is not sufficient. If your financial situation has changed since your last filing, you must verify your current status and benefit, in addition to providing your most recent tax return. Include all forms of assistance, i.e. public assistance, child support, alimony, housing allowances, unemployment benefits, etc. A written statement is not sufficient. All income information will be held in the strictest confidence. Applicants are responsible for making their own photocopies.
2. **Program Registration Form** Applicants must complete a CSA registration form, indicating what lesson, ensemble, or class the student is interested in taking. This form can be found on the website at www.csa.niu.edu. Final billing arrangements will be made for all scholarship applicants after the awards are allocated.
3. **Teacher Recommendation** This may be either your current community school teacher (preferable) or a classroom teacher. These can be mailed or emailed to the director.

DEADLINES AND AWARD PERIOD

- The fall and spring deadlines for scholarship applications can be found on the website. Applications submitted after the deadline dates will not be considered.
- All applicants will be informed of the committee's decision in writing within one week of the application deadline. All those awarded scholarship awards are expected to respond in writing within one week; failure to contact the office to indicate acceptance of the award renders the award null and void and the money will revert to the scholarship pool.
- If a student registers for lessons in fall and spring and is awarded a scholarship, the scholarship will cover both semesters, providing a positive teacher evaluation is received by the office at the end of the fall semester. However, if the student is registering for different and/or additional activities in spring, he/she is expected to submit a new application form in spring.
- A student who registers for one semester only (fall or spring) will be awarded a scholarship for that semester only and will be expected to reapply for funding the following semester. Scholarships are not available for the summer semester.

QUESTIONS?

For more information, contact NIU Community School of the Arts Director Joshua Anderson at (815) 753-1450 or janderson17@niu.edu.

The website address is www.csa.niu.edu. The fax number is 815-753-8372. The mailing address is NIU Community School of the Arts, College of Visual and Performing Arts, NIU, 1425 W. Lincoln Hwy, DeKalb, IL 60115. Completed applications may be delivered to Music Building Room 132, or sent by email, fax or U.S. mail. Contact us with any questions or for assistance.

The Northern Illinois University Community School of the Arts is an equal opportunity institution and does not discriminate on the basis of race, color, religion, sex, age, marital status, national origin, disability, or status as a disabled or Vietnam-era veteran. The Constitution and Bylaws of Northern Illinois University afford equal treatment regardless of political views or affiliation, and sexual orientation.

NEED SCHOLARSHIP APPLICATION FORM

Submit one form only per family and include all family members applying. Use an additional sheet if needed. Today's date _____

Student/s' Name/s	Age	Specific Class or Lessons (length and instrument)

Parent/Guardian Names _____

Home Address _____

Town/State/Zip _____

Phone (day) _____ (cell) _____ parent or guardian email _____

Mother's Work: Company Name/Address/Phone _____

Father's Work: Company Name/ Address/Phone _____

Returning CSA Student? (Yes/No) _____

If yes, name of previous CSA class, ensemble or teacher _____

Check one: Are you planning to register for ____ one semester only? Or, ____ both fall and spring semesters?

FINANCIAL INFORMATION • Total household income must be verified.

- Attach a photocopy of your most recent federal income tax return/s. If guardians or parents file separately, please include both.
- If you did not file a tax return, explain why and provide a letter from your employer stating your income or a copy of your W2 form. A pay stub is not sufficient.
- If your financial situation has changed since your last filing, you must verify your current status and benefits, in addition to providing your most recent tax return.
- Include verification of other sources of income, i.e. child support, alimony, social security, savings, housing allowances, unemployment benefits, etc. A written statement is not sufficient.
- All financial information will be held in the strictest confidence.

Note: Applicants are responsible for making their own photocopies.

List all persons who are dependent on this income. Use an additional sheet if necessary.

<u>Name</u>	<u>Relation to Applicant</u>	<u>Age</u>	<u>School/College Tuition Costs</u>

State any special circumstances (home mortgage, medical bills, etc.) that you consider relevant. Use an additional sheet if necessary.

IMPORTANT NOTES

- A written recommendation from a teacher is required and may be attached to this form or sent to the office separately. If the student has not studied with a community school teacher before, a classroom teacher's recommendation is acceptable. If a child is homeschooled or has never had a teacher, please share this information in a short statement.
- Incomplete or late applications will not be considered.
- Only children ages 18 and younger are eligible for a need scholarship.
- A family with a gross adjusted income of \$75,000 or more per year is ineligible to apply for a need scholarship.
- Information about the awards period and reapplication requirements can be found in the policy statement.
- All applications must be accompanied by a completed registration form.

APPLICATION DEADLINE

All application materials must all be received by 4:30 p.m. of the deadline date that is on the website. Late applications will not be accepted. Consult the online information, or call the office at (815) 753-1450 to check on the deadline for a given semester. Information and forms are available on the website at www.csa.niu.edu. The office is in Room 132 Music Building; the mailing address is NIU Community School of the Arts, College of Visual and Performing Arts, NIU, 1425 W. Lincoln Hwy, DeKalb, IL 60115.