

**Richland Academy-Financial Aid Guidelines**  
**ALL ITEMS MUST BE TURNED IN TO BE EVALUATED**  
**\*\*\*KEEP THIS PAGE FOR YOUR RECORDS\*\*\***

We are very pleased to have the opportunity to provide assistance and hope that you will enjoy and benefit from your involvement in the arts. It's especially rewarding to know that our Tuition Assistance Program, funded in part by individual donors and businesses continues to make Richland Academy programming accessible to North Central Ohioans.

**Applications:**

- Completed applications should be submitted to the front desk.
- The following must be completed in order for you to be considered for financial aid:
  1. Completed application form (by due date)
  2. Tax return from most previous year/ or other proof of income
  3. Volunteer information sheet
  4. Registration form
  5. Payment of any applicable fees

**Fees and Tuition:**

- Student **accounts must be current at all times** and payment made by the scheduled due date.
- Past due accounts and/or late payments will be cause for aid to be suspended
- First time applicants are granted aid toward one course only.

**Evaluations/Behavior:**

- Twice during the year faculty members will be asked to fill out an evaluation of your progress. The Financial Aid Committee will review these evaluations. Please feel free to ask your instructor or the Committee about your progress.
- Richland Academy reserves the right to dismiss or suspend a student whose **attendance, attitude, and effort** are unsatisfactory. No refund of fees or tuition paid will be given.
- All students who receive Tuition Assistance are expected to perform in the various recital, theatre and performance opportunities that arise during the school year.

**Absences:**

- Students are allowed no more than **four unexcused absences per 32 week semester**, and no more than **two unexcused absences per 16 week semester**. Excessive absences, excused or unexcused, may result in the termination of your aid.

**Volunteering:**

- The Committee requires all recipients to log a **minimum of 3 hours per month** of volunteer by the student or the family member. Your assistance can be terminated by your lack of participation.

# **RICHLAND ACADEMY OF THE ARTS**

*Adopted:* October 2005  
*Revisited:* November 21, 2013

**POLICY:** SCHOLARSHIP-FINANCIAL AID 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 Trustees *Scholarship Committee* determines the award granted. A maximum award is based on Federal Poverty Guidelines per child. A percentage of available scholarship funds will be set aside for new students.

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

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

**B. Requirements for the awards**

- Volunteering three hours per month by student or a family member
- First time applicants are granted aid for only one course.
- Attendance- no more than two excused absences per 16 week 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 per semester, if applicable
- All student accounts must be current before award can be made
  - Process developed by Business Office to notify Instructors and Registrar of account arrears (including failure to complete volunteer hours) so student does not attend class
  - Family notified by Business Office that student may not attend class until accounts are current and all fees paid

**C. Age specifications for awards approved by Executive Committee- 8/2011**

- Dance - Age 7 and up
- Piano – Age 7 and up
- Voice – Age 12 and up
- All other instruments other than piano – Age 10 and up

**D. Application requirements:**

- **Scholarship Committee will determine what information is needed in the packet and the due dates.**
- Completed packet of scholarship papers due by established due date
- Date prior to start of school will be established as due date for students.
- 3 weeks after the start of school will be a 2<sup>nd</sup> due date for new students.
- 2<sup>nd</sup> Semester application date will be established.
- Summer application date will be established

**Richland Academy  
Financial Aid  
Volunteer Information**

Please complete and return the following with your financial aid application. If the recipient is a child, his or her parents are encouraged to volunteer.

Student Name \_\_\_\_\_ Age \_\_\_\_\_

Parent Name \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

I \_\_\_\_\_ agree that in order to participate in the Richland Academy Financial Aid Program, I will volunteer time and/or services to assist Richland Academy.

I am able to help in the following areas:

\_\_\_ staff events (programs, seating, take tickets)

\_\_\_ building maintenance

\_\_\_ disinfect; keyboards/piano, door knobs/hand rails

\_\_\_ set-up and tear-down for special events/shows

\_\_\_ costume organization in the basement

\_\_\_ hang up posters and fliers around town

\_\_\_ other (please specify) \_\_\_\_\_

I am available the following times: (may we suggest before, during or after class)

\_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_ Saturday

**Richland Academy  
Financial Aid Application**

(ANY INFORMATION LEFT BLANK MAY DELAY YOUR AWARD)

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Phone (home) \_\_\_\_\_ School \_\_\_\_\_

**Mother:**

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

**Father:**

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

YOU MUST PROVIDE A COPY OF YOUR MOST RECENT TAX RETURN OR YOUR APPLICATION WILL NOT BE CONSIDERED BY THE FINANCIAL AID COMMITTEE.

Parents are: Together \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_ Single \_\_\_\_\_

Number in your household: Adults \_\_\_\_\_ Children \_\_\_\_\_

Does your child receive free meals at school? Yes \_\_\_ No \_\_\_

Are you eligible for food stamps? Yes \_\_\_ No \_\_\_

Can you pay half of the tuition? Yes \_\_\_ No \_\_\_

Are there any other financial considerations the committee should consider?

**I hereby state that the above information is true,**

\_\_\_\_\_  
(Signature of parent or guardian)

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