

Richland Academy-Tuition Assistance 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: (Before completing this application please refer to age specifications in section C on page two)

- Completed applications should be submitted to the front desk.
- The following must be completed in order for you to be considered for Tuition Assistance:
 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 Tuition Assistance 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 15 hours per 32 week semester (unless other arrangements have been made)** of volunteer by the student or the family member. Your assistance can be terminated by your lack of participation. You will be contacted by a volunteer coordinator with times and jobs available each month.

Award Schedule:

The amount of aid each student is eligible to receive will be calculated based on the total tuition of the student and the income eligibility of the parent/guardian. The amount awarded will not be applied to the students account until your monthly payment obligation has been met. If you have not satisfied your monthly payment or made appropriate payment arrangements within 30 days of the payment due date your child will be unable to attend class.

It is our goal to have all students participate in the arts regardless of economic or other barriers they may face. Please keep us informed if you are struggling to make payments so we can be sure to help in any way possible.

RICHLAND ACADEMY OF THE ARTS

Adopted: October 2005

Revisited: November 21, 2013

POLICY: SCHOLARSHIP-TUITION ASSISTANCE 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 officer
- 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 an 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
- Art- Age 7 and up
- Theatre-Age 7 & up
- Piano – Age 7 and up
- Voice – Age 12 and up
- 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.

**Richland Academy
Tuition Assistance
Volunteer Information**

Please complete and return the following with your Tuition Assistance application. Students may fulfill their own requirements. If the recipient is a child, his or her parents are required to volunteer.

Student Name _____ Age _____

*Student Email (if applicable) _____

Please provide us with an accurate email address to receive payment reminders.

Parent Name _____

Phone (Home) _____ (Cell) _____

I _____ agree that in order to participate in the Richland Academy Tuition Assistance 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, clean up)

___ window cleaning

___ parking lot maintenance

___ building maintenance

___ Weekly dance studio cleaning

___ disinfect keyboards, pianos, door knobs, and 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
Tuition Assistance Application**

(ANY INFORMATION LEFT BLANK MAY DELAY YOUR AWARD)

Student Name _____ Date of Birth _____

Address _____ Zip _____

Phone (home) _____ School _____

Mother/Guardian:

Name _____

Address _____ Zip _____

Employer _____ Work Phone _____

*Email: _____

*Please provide us with an accurate email address to receive payment reminders.

Father/Guardian:

Name _____

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 TUITION ASSISTANCE 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)