

# THE TINY TIM CENTER APPLICATION FOR TUITION ASSISTANCE

It continues to be a goal of The Tiny Tim Center that the children of those families who are in need of financial assistance should not be deprived of a quality early childhood education. Furthermore, The Tiny Tim Center also recognizes that even those most in need of assistance have some minimum responsibility toward the cost of their child's education.

## APPLICATION PROCESS

1. Applications for financial assistance are available at the front desk and on The Tiny Tim Center website. [www.tinytimcenter.org](http://www.tinytimcenter.org)
2. Application for financial assistance should be submitted at the same time as the application for admission. Applicants must also attach verification of household income, (a copy of the previous year's tax returns: 1040, 1040EZ etc) and a signed IRS Form 4506-T. Financial aid applications will not be processed without completed forms and required documentation.
3. All requests for financial aid must be approved by the Executive Director, Executive Assistant, and Bookkeeper.
4. Parents will be informed of a final decision prior to beginning classes. All parents who receive financial aid will be asked to sign a tuition contract that reflects the adjusted amount of tuition that the parent is expected to pay.
5. Families are required to reapply for aid each year. Although financial assistance awarded for one year does not automatically guarantee continued aid, tuition assistance will normally be renewed if a family's economic situation continues to indicate financial need.

All information relating to applications for financial aid will be held by The Tiny Tim Center in the strictest of confidence and will not be released to any third party. Documentation from custodial, non-custodial and stepparents will not be shared with other members of the student's family.

Financial assistance will be awarded strictly on the basis of financial need. Criteria for awards are based on the Federal Poverty Guidelines of Health and Human Services. These guidelines are updated periodically and application evaluations will be based on the most current guidelines in effect. The committee will also take into account extraordinary circumstances (Medical Bills etc) upon request.

The Tiny Tim Center does not discriminate in the administration of its financial aid on the basis of race, color, religion, national origin, sexual orientation or gender.

# THE TINY TIM CENTER APPLICATION FOR TUITION ASSISTANCE

Child's Name	_____	Age	_____
Parent(s) Name	_____		
Contact Phone	_____		
Child's Address	_____		
	Address		
_____	_____	_____	_____
City	State	Zip Code	

Are you married?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you separated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Total number of individuals residing in current household	_____	
How many over the age 18 reside in your home?	_____	

Are you employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Annual Salary	_____
Spouse / Partner employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Annual Salary	_____
* If married or residing together, spouse/partner's income is considered part of household income, and spouse/partner will be considered a co-applicant. Documentation for both individuals' income must be provided.				

Any other extenuating circumstances you believe should be taken into account (Medical bills etc):	_____
	_____
	_____

Please attach the following (The Tiny Tim Center cannot process your request without these forms.)

- Copy of last year's federal income tax return (1040, 1040EZ etc)
- Signed IRS Form 4506-T

I verify that all the information submitted is correct and complete. I also understand that the financial assistance is provided for the current school year only. I understand that I will need to reapply for the determination for the next school year. I also agree to notify The Tiny Tim Center if there are any changes in employment or household status.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date