



# TLC Learning Center

611 Korte Parkway • Longmont CO 80501 • 303-776-7417 • [www.LearningWithTLC.org](http://www.LearningWithTLC.org)

## Application for financial assistance

TLC Learning Center believes that children of those families who are in need of financial assistance should not be deprived of a quality early childhood education or therapeutic services. Furthermore, TLC Learning Center also recognizes that even those most in need of assistance have some minimum responsibility toward the cost of their child's education and therapy services.

### APPLICATION PROCESS

1. Applications for financial assistance are available at the front desk and upon request.
2. Application for financial assistance should be submitted at the same time as the application for admission (for educational programs). Applicants must also attach verification of household income, (a copy of the previous year's tax returns: 1040, 1040EZ etc), a current W-2 or 2 current paystubs. 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, Educational Services Manager, and Accountant.
4. For Educational Services: All parents requesting tuition assistance for educational services are asked to request assistance through the Child Care Assistance Program (CCAP) first. Contact information for CCAP is: 303-441-3544, or. [www.bouldercolorado.gov/cyfhhs/childcare](http://www.bouldercolorado.gov/cyfhhs/childcare). Parents should provide TLC with the written response from CCAP. Also, TLC is an approved site for the Colorado Preschool Program (CPP). Therefore, if the child is age-eligible for the CPP program, parents are asked to complete the CPP application when applying for tuition assistance. CPP applications are available at TLC Learning Center. Parents will be informed of a final decision regarding tuition assistance prior to entering the classroom. Parents who receive financial aid will be asked to sign a tuition agreement that reflects the adjusted amount of tuition that the parent will be 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.
6. For Therapeutic Services: Parents will be informed of a final decision and the co-pay amount. Financial assistance can be provided for up to 20 visits each of OT, PT, ST or BIT, per a 12 month period.

All information relating to applications for financial aid will be held by TLC Learning 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 child'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. TLC Learning Center does not discriminate in the administration of its financial aid on the basis of race, color, religion, national origin, sexual orientation or gender.

Child's Name \_\_\_\_\_ Age: \_\_\_\_\_

Caregiver(s) Name \_\_\_\_\_

Child's Address \_\_\_\_\_

Email \_\_\_\_\_

Are you married?  Yes  No

Are you separated?  Yes  No

Total number of individuals residing in current household \_\_\_\_\_

Are you employed?  Yes  No Annual Salary \_\_\_\_\_

Spouse / Partner employed?  Yes  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 one of the following (TLC Learning Center cannot process your request without these forms.)

- Copy of last year's federal income tax return (1040, 1040EZ etc)
- Current W-2
- 2 current paystubs

I verify that all the information submitted is correct and complete.

• If applying for tuition financial assistance, 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.

• If applying for therapy or enrichment program financial assistance, I also understand that this is for 20 therapy visits.

I also agree to notify TLC Learning Center if there are any changes in employment or household status.

Caregiver Signature \_\_\_\_\_ Date \_\_\_\_\_