



## Private Lesson & Group Class Application Tuition Assistance Program Overview

Tuition Assistance is an investment in people and our community. We offer a variety of tuition discounts and scholarships to make our programs more affordable. If you are in need of tuition assistance to participate in private lessons or group classes, please review the following information, then complete the application and submit it to our office. Tuition Assistance awards are for either one class/ensemble or for 30-minute lessons. In rare circumstances, requests for multiple classes or for longer lessons will be considered.\*

To apply for Tuition Assistance for our **Music Therapy Programs**, please fill out the Music Therapy application which is available on our website or from the Music Center office.

### Guidelines

Tuition assistance can cover up to 100% of fees for group classes/ensembles and up to 80% for private lessons. Awards are based on taxable income, not adjusted gross income.

Additional factors which may be considered:

- Instructor/reference statements and comments (i.e. student's interest and progress)
- Family difficulties such as illness, job loss, bankruptcy, death, etc.
- Volunteerism and engagement in Music Center community
- Level of tuition assistance awarded to the student in previous years by Music Center
- Single or dual parent household and level of outside child support
- Size of family and number of family members participating at Music Center
- *The COVID-19 Pandemic and its effect on your financial situation*

*\*Requests for additional lesson time must be made in collaboration with the instructor and will be considered on a case by case basis. Students requesting additional lesson time should have 3+ years of private lessons and a proven track record of excellent attendance and progress. Requests must be made by the student/parent and submitted to the office in writing. Teachers must also submit a referral in writing.*

## Application Process

### 1. Understand the cost

Tuition rates can be found on our website at [www.musiccenternw.org](http://www.musiccenternw.org). Private lesson assistance may be applied to 30-minute weekly lessons. Tuition assistance students MUST register for the whole school year, or the remainder of the current school year for those who start mid-term. Payment plans are available for private lessons. Group class/ensemble tuition must be paid in full by the first class. Tuition assistance does not cover summer term or the annual \$75 registration fee.

### 2. Gather documentation of taxable income

We prefer to see your most recent tax return, however, if your most recent return does not reflect your family's current status, or you were not required to file taxes in the past year, we will also accept paystubs, bank statements, social security benefit notices, TANF/SNAP benefit determinations, etc. Be sure to include ALL appropriate documentation upon submission, indicating all adults in your household or others that may provide financially for the student(s) music education. If you have any questions, please do not hesitate to reach out to the office.

### 3. Submit application and supporting documents

Forms must be 100% complete in order to be considered for tuition assistance. Applications received after the deadline may not be considered until the term has begun. A staff member will contact you with confirmation of any granted assistance.

#### Class/Ensemble Deadlines

- **Fall Term:** September 1<sup>st</sup>
- **Winter Term:** December 1<sup>st</sup>
- **Spring Term:** March 15<sup>th</sup>

#### Private Lesson Deadline:

- June 19, 2023 for current students continuing into the next school year. Applications from new students may be considered throughout the year.

### 4. Complete your registration and pay your balance

Registration is NOT complete until the appropriate fees or tuition is paid, or a payment plan is established. Do not schedule lessons with the teacher or start attending classes until registration is complete. Once your instruction begins, keep in contact with the Music Center office to continue your payment plan and keep in good financial standing. (Note that tuition assistance does not cover the annual private lesson registration fee or payment plan fees.)

## Important Details (Please read carefully)

### 1. Attendance, progress, and performances

- Tuition assistance will be suspended if 4 or more lessons/ classes are missed due to student absence in a given academic year.
- Students should make satisfactory progress (based on teacher evaluation).
- Students receiving tuition assistance must perform at least once during the year.

### 2. Volunteer at Music Center

Tuition assistance recipients will be added to our volunteer list. Your involvement in the Music Center community will be factored into future tuition assistance awards.

### 3. In the event that you must withdraw

Follow the Withdrawal Policy found in the Student Handbook. If you withdraw, the amount of tuition you have already paid will be applied before assistance to determine the final balance.

## Music Center of the Northwest Tuition Assistance Application

### Student Information

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

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_  Home  Cell

Student has received a scholarship at Music Center previously:  Yes  No Year of last scholarship: \_\_\_\_\_

*(Music Center regularly communicates with students/parents via email. However, please do not send sensitive financial information, such as social security card numbers or credit card numbers, via email.)*

### Financial Information

Monthly gross income of household (include child support, if applicable): \_\_\_\_\_

Number of adults supported: \_\_\_\_\_ Number of children supported: \_\_\_\_\_

Approximate any other sources of financial assistance to the student: \_\_\_\_\_

#### Assets

Please check the box below if you or your family:

Own your home  Own other real estate  Own a business or corporation

#### Expenditures

Please list all current expenses that you and your family pay per month:

Rent or Mortgage: \$ \_\_\_\_\_ Groceries (on average): \$ \_\_\_\_\_

Utilities (heat, water, trash, electric, etc.): \$ \_\_\_\_\_

Transportation (car payment, insurance, public transit, etc.): \$ \_\_\_\_\_

### Supplemental Information

The following information is *optional*, but providing it will help us not only better serve your students' needs, but also provide information used in grant applications to secure more funds for scholarships and assistance. Thank you for your information and support.

School student attends: \_\_\_\_\_

Does the student qualify for free/reduced lunch?  Yes  No

Parent/Guardian profession or employer: \_\_\_\_\_

Student ethnicity: \_\_\_\_\_ Gender: \_\_\_\_\_

How did you hear about Music Center? \_\_\_\_\_

**Volunteer Opportunities -**

Please check those activities which you feel you may be able to assist with and you will be notified when the opportunities are available:

- Recital and Concerts
- Front of House/Usher
- Stage Crew
- Food/Beverage
- Instrument Petting Zoos
- Music Library
- Administrative Support
- Other
- Gala/Auction
- Promotional/community events
- Building Renovations/Landscaping

Only Complete One of the Sections Below:

**Private Lesson Details (30-minute weekly lessons)**

Complete this section if you are applying for tuition assistance for private lessons (traditional or Suzuki). You are also responsible for an annual \$75/family registration fee.

- 30-minutes Traditional Lessons      **or**       30-minutes Suzuki Lessons (*with group class*)

Lesson type (instrument/voice) and teacher request (if any): \_\_\_\_\_

# of Lessons: \_\_\_\_\_      Tuition total at full price: \_\_\_\_\_

I wish to pay this amount in installments\*:  Monthly     3 Payments

*\*Payment plans will be set on auto-bill and incur a fee of \$3 per payment.*

**Class/Ensemble Details**

Complete this section if you are applying for tuition assistance for a class or ensemble.

Class/Ensemble: \_\_\_\_\_

Term:  Fall     Winter     Spring      Tuition total at full price: \_\_\_\_\_

**Statement of Need**

Please briefly describe your financial circumstances that affect this request for assistance.

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*I have read, understand, and agree to all policies and conditions stated in this application. The information I have submitted on this application is true, correct, and complete to the best of my knowledge and belief.*

**Student or Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return completed application and supporting documents to Music Center of the Northwest in person at 901 N 96<sup>th</sup> St, Seattle, WA 98103, by mail to P.O. Box 30757, Seattle, WA 98113, or by email (without SSN please!) to [studentservices@musiccenternw.org](mailto:studentservices@musiccenternw.org).