



# Where the Arts are for Everyone!

Our Mission: To provide quality artistic opportunities to the Sauk Valley Community

## Woodlawn Arts Academy Financial Assistance Application

### Frequently Asked Questions

#### What is Woodlawn Arts Academy financial assistance?

Woodlawn Arts Academy believes in providing program services to all who desire to participate. Woodlawn Arts Academy's financial assistance program, supported in part by the United Way of Whiteside and Lee counties, uses all available resources to provide support to those who have financial need and qualify for assistance.

#### Who is eligible for Woodlawn Arts Academy financial assistance?

Anyone may apply for financial assistance. Approvals are made based on individual need on a sliding-fee scale with total household income and number of dependents taken into consideration. The scale assists the financial assistance department in determining the amount of aid awarded.

#### Does financial assistance cover the entire tuition for classes?

No. Woodlawn Arts Academy believes a strong sense of ownership and pride is developed when the recipient of financial assistance contributes to the cost of the program. Therefore, applicants will be asked to pay a portion of the fee for the requested services.

#### If I receive Woodlawn Arts Academy financial assistance, what is expected of me?

Regular attendance to any registered lesson or class is required. Financial assistance may be revoked or denied to anyone not regularly attending. Upon approval of assistance, an Academy representative mails verification and conditions of the assistance to you. Those conditions include the length of your assistance and the portion you will be asked to pay. We will keep the application on file for 60 days from the date of the application to allow for its completion. If you do not sign up for a program within these sixty days, you will need to reapply. It is the responsibility of the customer to monitor individual funds used.

#### How long will the financial assistance continue?

Financial assistance is usually good for one year. If there are special circumstances the assistance may only be applicable for three to six months. All participants must re-apply when the financial assistance expires.

#### How quickly can I expect to receive financial assistance?

Once an application and required documents have been submitted to Woodlawn Arts Academy, the review process generally takes two weeks. We do not accept incomplete applications. All required paperwork must be turned in with the application.

#### How do I apply?

Complete ALL portions of the application form and copies of all documents outlined in application form. Copies for ALL individuals who have an income in the household must be included. Failure to provide this information will delay approval of assistance.

#### May I do anything in return for this assistance?

Yes! Woodlawn Arts Academy donors, such as United Way, enjoy learning how their contributions are used. Submitting a short note about how you or your family have benefited from the financial assistance program would be greatly appreciated.

#### Nondiscriminatory Policy

Woodlawn Arts Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, or athletic and other school-administered programs.

# Woodlawn Arts Academy Financial Assistance Application

Please fill out the following information below to help us evaluate your request.

## HEAD OF HOUSEHOLD INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Cell Phone Carrier \_\_\_\_\_

Email \_\_\_\_\_

DOB: \_\_\_\_\_

Ethnicity/Race (optional): \_\_\_\_\_

Single  Married  Separated  Divorced  Widowed

Spouse Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Cell Phone Carrier \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

## ALL OTHER PERSONS IN HOUSEHOLD

Name	DOB	Relationship
_____	/ /	_____
_____	/ /	_____
_____	/ /	_____
_____	/ /	_____
_____	/ /	_____
_____	/ /	_____

**TELL US MORE** Use this space to include any additional information or extenuating circumstances that were not included on this application. If you need more space, attach an additional sheet of paper. I want/need Woodlawn Arts Academy financial assistance because:

<b>FOR OFFICE USE ONLY</b>	
Date _____	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No
Total Income _____	Woodlawn _____%
Judici _____	Customer _____%
	Staff _____

## THE FOLLOWING COPIES MUST BE ATTACHED TO YOUR APPLICATION FOR CONSIDERATION:

- Recent federal tax 1040 form (If you need one, contact the IRS at 800-829-1040.)
- Rent assistance, food stamps and any form of assistance
- Birth certificates/guardian papers for children NOT on taxes
- Two current paystubs for all working adults in household.
- Unemployment check, court-ordered child support or alimony payment.
- Social Security or disability checks.
- Transcripts of children over 18 attending college.
- If you have no forms of income, a letter from the person supporting you, such as shelter caseworker, parents or significant other, and one other letter or referral such as public aid or reduced-price lunch paperwork

## FINANCIAL ASSISTANCE POLICIES

- The maximum amount of financial assistance given to each applicant will be up to 70% of tuition.
- The sliding scale will be used.
- Most programs qualify for financial assistance. Assistance does not apply to drop-ins for yoga classes.
- Financial assistance may be used for only one private music lesson per session.
- No age limit for financial assistance recipients.
- Financial assistance is offered to all persons listed on this form. Additional family members may be added after the head of household has spoken to an Academy office staff member.
- A student who misses more than two lessons/classes per eight-week session or four lessons/classes per 16-week preschool semester could lose their time slot or spot in the class. A student who misses more than the allotted absences and is using financial assistance may be asked to pay additional program fees or may be asked to leave the program.

*I have read and understand the financial assistance policies listed above. I certify the above information is true and complete to the best of my knowledge, and that I do not have additional income not represented above. I agree, if necessary, to send additional information and documentation to support the above statements. I understand that financial assistance is based on need. In the event that I or my children must cancel our participation, I will contact Woodlawn Arts Academy immediately so assistance can be provided to others. I understand that falsifying any of the above information could jeopardize financial assistance now and/or in the future.*

## SIGNATURE OF PERSON COMPLETING FORM

\_\_\_\_\_ Date

Please attach all necessary documents (photocopies only) and return to Woodlawn Arts Academy. A letter will be sent to the applicant within 10 days stating the amount of financial assistance received if eligible.

