

Financial Aid Guidelines

Application Deadline: **August 13, 2010**

There has been a dramatic increase in requests for aid, and we need to ensure that we are helping the families in greatest need. We must insist on access to information regarding all possible financial sources available to families who apply. In the past, financial aid applicants listed that their child's father was not involved and/or that his whereabouts was unknown. These mothers were granted aid as single parents but later named the father as someone who would pick the child up at after school. Inconsistencies of this type will disqualify the family from financial aid and require repayment of aid granted.

Families receiving financial aid must make their monthly payments as agreed. It is very time-consuming and expensive to follow up and collect late payments; and the resultant increase in our administration costs will cut back on how much financial aid we can offer. Please also note that any family with an outstanding balance from a previous year will be ineligible to apply for financial aid. Students whose monthly payments over 30 days overdue are subject to removal from ASE; their financial aid will be distributed to those waiting for aid.

Financial Aid applications are due no later than **August 13**. If you plan to apply, you will need to follow these guidelines - you should begin now to put these papers in order to make sure you are eligible:

1. If your child's other parent is absent, you must document that you are cooperating with government agencies to help ensure that the absent parent contributes to the support of your child. If you are not receiving child support, contact the Massachusetts Department of Revenue Child Support Services. They can help you and provide documentation necessary for our purposes.
2. You must provide copies of child support order, welfare grant, and social security contribution.
3. You must provide a copy of your 2009 Federal Income Tax Return. If you did not file a tax return, you must provide documentation of your family's financial support during that year.
3. You must provide home address, phone number and employer for BOTH parents to qualify for financial aid. If you do not know that information for both parents, see #1: contact the MA Dept. of Revenue and begin the process of securing child support services.
4. If divorced or separated, you must provide a copy of a court decree of support.
5. Both parents must be working to qualify for aid; if either is laid-off or disabled:
 - a. laid-off parent can be responsible for child during ASE time (not eligible for aid)
 - b. disabled parent's compensation must be documented and included in family resources
6. Additional information may be requested at the discretion of the Director.
7. Financial Aid recipients will sign a letter describing the payment schedule of their reduced tuition. Recipients with a payment (or partial payment) over 30 days overdue will be notified that, unless they come up to date within 2 weeks, they will forfeit their financial aid award and face removal from the ASE program.

After School Enrichment Tuition Assistance Application

Milton Community Schools receives no funds from the Milton School Department, the Town of Milton, the Federal government, or any other source except tuitions. MCS is totally self-supporting through tuitions collected. Tuition assistance is made possible by families who have paid full tuition. An amount of assistance is set aside each year and distributed in advance of the school year among qualified applicants according to need.

Who qualifies for consideration? Parents who demonstrate work hours during the hours that ASE is in session and who demonstrate financial need.

How much assistance families can get? Families must demonstrate financial need by providing documentation listed below. Assistance granted can range from 10% - 60% of the total tuition due, and depend on the number and need of applicants.

- Submit with application:**
1. Non-returnable copy of family's 2009 Federal Tax Return
 2. Recent pay stubs for both parents (both must be working during ASE)
 3. If divorced or separated, a copy of child support agreement
 4. If single parent without support, please see item #1 in accompanying letter
 5. Copy of ASE registration form.
 6. \$50 per child deposit (applied to tuition)

To apply, complete the application below, **providing all requested information, documentation and deposit**, and return to: Milton Community Schools Office, 25 Gile Road, Milton, MA 02186

You must provide all requested information and documentation; please ***do not leave spaces blank***. **Incomplete applications will be returned to applicant.** All information will be treated confidentially.

Deadline for Applications: *AUGUST 13, 2009*

Late application will be considered **only** if there are remaining funds undistributed.

Student Name _____ School _____
 Home Address _____ Home Phone _____
 Siblings: Name _____ Age _____ School _____
 Name _____ Age _____ School _____
 Annual Gross Family Income (before taxes) _____ Total number family members _____
 Mortgage payment _____ or Monthly Rent _____ Automobile reg. # _____
 Auto Year _____ Make/Model _____ Monthly car payment _____

Parent 1 _____ Daytime Phone _____
 Email address _____
 Home Address if different _____
 Employer _____ Hours _____ to _____
 Employer Phone Number _____ Contact Person _____

Parent 2 _____ Daytime Phone _____
 Email address _____
 Home Address if different _____
 Employer _____ Hours _____ to _____
 Employer Phone Number _____ Contact Person _____

I attest that all of the above information is true and complete to the best of my knowledge. I understand that tuition assistance granted under false statement will become due immediately, payable to Milton Community Schools.

_____ Date
 Parent Signature