

## **Instructions for San Diego Civic Dance Association Tuition and Costume Assistance Program**

**Mission Statement:** *Our mission is to support and promote a premiere dance arts program and an appreciation of the arts, in cooperation with the San Diego Park and Recreation Department Dance Arts Program.*

The Financial Aid Program is funded by generous donations and grants and is subject to availability of funds.

The Purpose of the Fund is:

- To provide Financial Aid for dance instruction and costumes for San Diego Civic Dance Arts (SDCDA) members, both continuing and new, who have demonstrated a strong desire to dance as well as financial need or hardship.
- To expand into the community by providing an opportunity for students who could not otherwise participate in the San Diego Civic Dance Arts program because of financial need or hardship.
- To ensure that any student who demonstrates a desire to take classes and participate in performances by this program will not be impeded by financial concerns.
- To encourage further participation in the program and promote dance excellence.

### **Classification of Eligibility:**

- Must demonstrate financial need by answering questions and providing paperwork as listed in application.
- Dancers must be a minimum of four years of age (no maximum age) currently in the dance program or seeking to enter the program.
- Dancers seeking Financial Aid must maintain 90% class attendance, be on time and prepared for class.
- Applications must list all SDCDA teachers past and present that dancer has taken classes from.
- Applications must present a SPECIFIC REQUEST for financial aid (what class, teacher and rec center etc.)
- *Applications must be complete upon receipt, and postmarked by the deadline in order to be considered for Financial Aid. Incomplete applications will automatically be disqualified from consideration for the current semester.*

### **Please include the following with your application:**

- Copy of current signed Federal Income Tax return as noted below
  - Do not show social security numbers (mark out/white out)
  - Please submit only first two pages showing adjusted net income

### **If applicable, please provide the following:**

- Copies of any financial aid or scholarship award letters for last year
- Federal free lunch program letter
- Alternative income documentation (if no IRS income tax documents)
- Medicare/Social Security determination letters (please mark out/white out SS numbers)

### **Application Process:**

Due Dates for Continuing Students (MUST BE RECEIVED BY THIS DATE- if mailing, please allow enough time)

- Fall Classes: August 29, Spring Classes Nov 28, Summer Classes May 20
- Workshops for Companies: January 30
- Costumes: November 15. Please note, in order to better serve more of our community, costume awards are for a partial amount of the costume cost. In the event that aid is awarded, the costume

payment will be made directly to the instructor. **If the costume fee is more than your award, you will be responsible for paying the costume balance by the due date.**

New students and late enrollment

- Applications for late enrollment and costume aid may be submitted at any time with teacher recommendation. Awards will be limited to available funds

Information will be held in strict confidence. Please return a fully completed application together with required documentation via email to [sdcdascholarships@gmail.com](mailto:sdcdascholarships@gmail.com). If you are unable to email, you can mail your completed application to San Diego Civic Dance Association, Attn: Financial Aid Program, 2125 Park Blvd., San Diego, CA 92101. *Do not turn your application in to your teacher. Your teacher WILL NOT accept it. **If you are emailing, please submit Microsoft office Word docs, .pdf, .jpg or .pic scans, as all other formats will result in disqualification.***

Applications may be obtained by visiting our website [www.cividdancearts.org](http://www.cividdancearts.org), asking your SDCDA teacher for forms or by sending #10, self-addressed, stamped envelope to the San Diego Civic Dance Association, Attn: Financial Aid Program, 2125 Park Blvd., San Diego, CA 92101. *Please allow enough time to get your application in by the deadlines shown above.*

Note: Within 7-10 business days of the SDCDA Financial Aid Committee receiving your application, you will be sent an acknowledgement receipt email. You will be kept informed of your application status via the email address you provided on the application. If you do not receive a confirmation, please email [sdcdascholarships@gmail.com](mailto:sdcdascholarships@gmail.com)

All applications will receive teacher recommendations. Please discuss financial aid options with your teacher and make them aware of your application.

Applications will be reviewed for approval and availability of funds by the Financial Aid Program and applicants will be notified via email as to the results 1 week prior to registration for the semester in which Financial Aid was applied for. If you do not have access to email, please provide a self-addressed stamped envelope so that a notice can be mailed to the address provided on the application. Application submission does not guarantee assistance.

*Financial Aid funding is limited and will be awarded based on eligibility, timeliness and funds available.*

**IMPORTANT NOTICE:** Financial Aid is paid out to awardee 1 week prior to registration by mailed check. Proof of payment and registration documents will be required of all awardees. Failure to provide proof of enrollment and registration will result in disqualification for any future scholarship or financial aid awards, and a repayment of funds distributed.

If you are awarded, please mark below who award payment should be made out to and mailing address.

Dancer \_\_\_\_ Primary Parent/Guardian\_\_\_\_ Secondary Parent Guardian\_\_\_\_

Listed mailing address\_\_\_\_ Other address\_\_\_\_ (List below)



## Tuition and Costume Assistance Program Application

San Diego Civic Dance Association 2125 Park Blvd, San Diego, CA 92101

Financial aid will not be considered unless this form is completed with all questions answered and accompanied with required documentation.

Dancer (Applicant) Name		Birthdate	
Street Address		City, State, Zip Code	
Contact Email		Contact Phone	
Primary Parent Guardian Name <i>(not needed for Adult Applicant 18+ years of age)</i>		Secondary Parent Guardian Name <i>(not needed for Adult Applicant 18+ years of age)</i>	
Employers Name <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Not Working		Employers Name <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Not Working	
How many dependents are in your household?  Have you filed for bankruptcy in the last 7 years?		Do the adults listed above support persons other than the immediate family? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, how many? <input type="checkbox"/> Relationship	
Yearly family income as reported to the IRS		Dancers Employer and yearly income (if any)	
If you do not have Federal IRS income tax return, please provide explanation and alternative proof of income			
Total # of SDCDA Classes <b>currently</b> enrolled in	Does your family own or rent home?	How many immediate family members are enrolled in SDCDA Classes?	Do you receive free or reduced lunch?
Are you currently approved for City of San Diego Park and Rec Fee Waiver?	Are you willing to volunteer time to work events and projects at SDCDA?	Are you able to pay for any portion of your classes? If so, how much?	Have you received SDCDA Financial Aid in the past?
Please provide a brief explanation of your circumstances and why you need Tuition Assistance:			

--

List SDCDA class teachers and recreation centers **for last 2 years** below

Teachers name	Recreation Center	Number of Classes	For how many years

**Please list all extra-curricular activities other than SDCDArts classes.**

*If you receive scholarships or financial aid for activities, please attach copies of award letters.*

Activity	Classes per week	Cost per month	Amount of financial assistance or scholarship award for activity

**Statement of Request:**

**The dancer listed in the above application is requesting tuition assistance for the following classes.**

Semester/Year	Recreation Center	Teacher	Class Description (Jazz etc.)

**The dancer listed in the above application is requesting costume assistance for the following classes.**

<b>Rec Center</b>	<b>Teacher</b>	<b>Class</b>	<b>Actual cost of costume</b>	<b>Amount of Assistance Requested</b>

**Dancer provided:**

*How is dance and dance classes important to you? Why do you dance?*

**Please note, if you are submitting application via email, you do NOT have to sign and scan document.**

**If you are mailing, please sign below agreements before mailing.**

**Dancer agreement - by submitting this application electronically via email you agree that:**

I have read and fully understand all the qualifications, requirements and obligations of the Financial Aid Program and do hereby agree to abide by them should I be selected as a Financial Aid recipient. I understand that if I fail to meet any of these requirements, I may be subject to disqualification. All of the information I have provided is true and correct. I further stipulate that I have maintained 90% attendance with minimal to zero tardiness in my San Diego Park and Recreation Department dance classes. Applicant Name:

Date:

**Parent/Guardian Agreement - by submitting this application electronically via email you agree that:**

**(not needed for Adult Applicant 18+ years of age)**

I, as parent/legal guardian of the dancer named in the above dancer agreement do hereby consent to abide by award decisions and release the San Diego Civic Dance Association and its agents or representatives from any and all liabilities arising from the application to or administration of the San Diego Civic Dance Association Financial Aid Program.

Parent/Guardian Name:

Date: