



THE MUSIC SETTLEMENT

UNIVERSITY CIRCLE

**FINANCIAL AID INFORMATION SHEET
PLEASE READ CAREFULLY**

WHO CAN APPLY FOR FINANCIAL AID?

Any student or client attending The Music Settlement on a regular basis may apply for aid. Students or clients receiving aid must be enrolled and are expected to attend classes or lessons regularly, and show progress and interest. Evaluations of student or client progress will be made periodically during the year.

HOW IS FINANCIAL AID AWARDED AND HOW OFTEN?

Financial Aid is limited up to a maximum of \$2,000 per school year/per family and is based upon financial need. A student or client applying for financial aid must submit the proper registration materials at the same time as submission of the financial aid form. Renewal of Financial Aid each year is not automatic; therefore it is necessary to reapply each school year for the fall semester which generally starts in early September (except for the Early Childhood day school program). The financial aid percentage is awarded by each class or lesson/session registration. If you wish to add a class or lesson/session, please contact the appropriate department for additional financial aid consideration.

Financial aid is used to pay for tuition only and is not applied to registration or other fees. In the case of discontinuance during a semester, financial aid will be prorated according to tuition still outstanding. Any accounts that are sent to collection for non-payment may have any remaining financial aid removed.

Students receiving scholarship and/or third party reimbursement in addition to financial aid will have their scholarship and/or third party reimbursement applied first before any financial aid is applied to the remaining balance.

HOW DO I APPLY?

You may apply for aid online, in person, by mail, or by fax. It is important that you include proof of income with your application. Your application must **include** a **copy** of the first page of your most recent 1040, 1040EZ or 1040A, AFDC, SSI or unemployment information. **Do not send originals**, only copies of the originals.

If you do not have a copy of your most recent return you can obtain an official transcript from the IRS. The transcript takes two to five weeks to receive and must be included at the time you submit your application. You may obtain the form 4506T from the IRS website at www.irs.gov. Please note that any delay in receiving this from the IRS will result in a delay when determining eligibility for financial aid. Therefore, it is important that any required forms are submitted at the same time as the application.

HOW WILL I KNOW IF I WILL RECEIVE ASSISTANCE?

All applicants will receive an official award letter from the school with notification of approval or denial of financial aid. **The applicant has 35 days from the date of the official award letter to register for lessons/sessions. After this date the financial aid award is withdrawn and no longer valid.** Families must notify the appropriate department if they wish to reapply for aid. Please note that, in this instance, aid amounts may be less than any aid award that was withdrawn by The Music Settlement because of failure to register.

If you have not received notification within 14 days from the date of filing, please call (216) 421-5806:

Department of Music: Extension 109

Early Childhood: Extension 161

Music Therapy: Extension 140



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2012-2013
APPLICATION FOR FINANCIAL AID
See information on page 1 before completing form

If you are an adult Student or Client applying for Financial Aid, please complete the appropriate information in each section and inform us of this below in section 1.

1. PARENT / GUARDIAN INFORMATION (Adult Students / Clients complete as "Self")

_____ I am an adult and will be financially responsible for myself.

Responsible Parent / Guardian Name / SELF: _____
Last First

Address: _____
Number and Street City State Zip

Phone: (____) - ____ - _____ Cell: (____) - ____ - _____ email: _____

2. STUDENT / CLIENT INFORMATION

Student / Client Name: _____ Birth date: ____/____/____
Last First

Relationship to responsible party: _____ (e.g. spouse, son, daughter, etc.)

Department(s) (Check all that apply): ___ Dept of Music ___ Music Therapy ___ Early Childhood

What class/instrument are you applying for? _____

Student / Client Name: _____ Birth date: ____/____/____
Last First

Relationship to responsible party: _____ (e.g. spouse, son, daughter, etc.)

Department(s) (Check all that apply): ___ Dept of Music ___ Music Therapy ___ Early Childhood

What class/instrument are you applying for? _____

Student / Client Name: _____ Birth date: ____/____/____
Last First

Relationship to responsible party: _____ (e.g. spouse, son, daughter, etc.)

Department(s) (Check all that apply): ___ Dept of Music ___ Music Therapy ___ Early Childhood

What class/instrument are you applying for? _____

_____ I have included additional students on a separate sheet of paper

3. PARENT / GUARDIAN EMPLOYMENT INFORMATION (Adult Students / Clients complete below for yourself)

Employer / SELF: _____

Occupation: _____ Work Phone: (____) - ____ - _____ ext: _____

4. HOUSEHOLD INFORMATION (Adult Students/Clients fill out only that which is applicable to you)

Does student/client reside with both parents? ___y ___n

Number of dependents (please include all family members for whom you are financially responsible): _____

5. FINANCIAL INFORMATION (Adult Students / Clients complete below for yourself unless you reside with and are a dependent of your parent(s). If so, the information below should be completed by your parent(s).)

Please note that adjusted gross income must be supported by your most recently filed tax return (form 1040, 1040EZ or 1040A, AFDC, SSI or unemployment information).

INCOME, EARNINGS AND BENEFITS
(All figures must be from your most recently completed tax return)

If filing separately:

Father's Adjusted Gross Income: \$ _____
Mother's Adjusted Gross Income: \$ _____
Adult Student Adjusted Gross Income: \$ _____
Spouse Adjusted Gross Income: \$ _____

If filing jointly:

Combined Adjusted Gross Income: \$ _____

3rd PARTY REIMBURSEMENT

Will you receive 3rd Party Reimbursement from a Foundation, Trust, County agency or other source to assist you in paying all or part of the tuition? ___y ___n

If yes, from what organization(s) are you expecting the payment(s)? _____

If yes, list the name and phone number of the support administrator(s) / case manager(s) below:

Phone (____) - ____ - _____ Name _____

If you wish The Music Settlement to consider Additional Circumstances when evaluating your financial aid needs (such as anticipated future large medical or education expenses, recent job loss, etc.): please explain the situation below:

6. CERTIFICATION

By signing below I certify that all of the information on this form is true and complete to the best of my knowledge. I realize that incomplete information or any fraudulent information given can result in denial of Financial Aid.

Signature of applicant: ___Father ___Mother ___Guardian ___Self Date: ___/___/_____

Signature