

Columbia College Chicago

Community Education Financial Aid Application

2017-2018 School Year

What Is It?

Columbia College Chicago's Community Education financial aid program is a need-based tuition remission program designed for students of all ages who require financial assistance to enroll in our programs. Our financial aid program provides a discounted rate for students in need. It is not a loan, nor is it a scholarship with an associated cash value.

Who can apply?

Anyone may apply for Columbia College Chicago's Community Education Financial Aid program.

How Much Aid Will I Receive?

Your financial aid award is determined by several factors including income level, number of dependents in the household, special circumstances such as health issues or job loss, and other factors. We cannot tell you exactly how much aid you will receive until after your application has been reviewed by the financial aid committee.

However, we can tell you that award amounts typically range from a 20% - 60% discount, depending on the program you are applying for, individual student need, and overall demand for the program.

Do I Earn Too Much To Receive Financial Aid?

We do not base financial aid decisions solely on your reported yearly income. We understand that some families have unique circumstances that may not be clearly reflected on your tax return such as small business owners and freelancers, additional adult dependents, etc. If you truly feel that the tuition presents a barrier to your (or your child's) participation, we strongly encourage you to apply for financial aid, regardless of how much you may or may not earn.

How Do I Apply?

Applicants must provide us with three things:

- 1) A completed Financial Aid Application Form (found on the last two pages of this document).
- 2) A copy of your most recent federal tax return and all relevant tax documents.
- 3) A \$20.00 application fee.

I Have Other Questions...

If you have additional questions, please start by reading the entire financial aid application. The next page details all the fine print information about the specifics of the program, and the third page gives detailed instructions about how to apply. If, after reading the entire application you still have questions, please feel free to contact us by email or phone at sherwood@colum.edu, or at (312) 369-3100.

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Important Information About the Financial Aid Program

- Financial aid is available to all community education students, regardless of age or ability.
- Fill out one financial aid form PER APPLICANT. If more than one person is applying for financial aid, please complete a separate form and make a \$20 payment for EACH applicant.
- Applicants may receive financial aid for only ONE program, we will not accept applications requesting aid for enrollment in multiple programs or classes.
- If financial aid recipients do not show adequate commitment to their studies, recipients may be placed on a financial aid probationary period during which they must show improvement or risk losing their financial aid award.
- Once a financial aid application has been approved, financial aid will be awarded for the remainder of the academic year. All students must re-apply for financial aid every year before fall registration, regardless of whether they were approved in the previous academic year. The academic year is from September through August.
- Financial aid for specialty durational programs, such as summer camps and Pre-Collegiate programs are handled separately, and any financial aid awarded through this application will not apply to specialty durational programs.
- Financial aid is only awarded for a specific class or lesson. If a financial aid recipient wishes to receive financial aid for a different class or lesson than what was previously approved, the student must submit a written request to re-review their application for the new class or lesson. You DO NOT need to submit a new financial aid form if you are requesting financial aid for a new or different class, a short email will suffice.
- If a student has been approved for financial aid for a group class that does not run for any reason, we will make every effort to place the student in another appropriate class. The student does not need to request a re-review of the financial aid application if they are being placed in a different class due to cancellation by the school.
- Financial aid for community education students is not a loan, and students are not required to pay back the amount.
- All personal information submitted as part of the financial aid application process is held in strict confidence.
- Please do NOT register for classes or lessons before receiving your financial aid award. Financial aid cannot be applied retroactively to classes that you or your child have already registered and paid for.
- **Returning Students:** Continuing financial aid recipients must be students in “good standing” as judged by their instructor(s) and the school administration. They must have attended all classes or lessons, participated in performances and other events as requested, shown steady and consistent progress in their studies, AND paid their tuition balances in a timely manner. The Financial Aid Committee will request a written recommendation directly from your current instructor. You do not need to send in any written references or recommendations.

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Application Deadlines:

For returning applicants: **Applications for the 2017-2018 school year must be received by August 18, 2017.**

For new applicants: Applications will be accepted at any time.

STEP 1. Complete the Financial Aid Application Form

Complete both pages of the Financial Aid Application Form. One application per student please.

All sections must be completed. If a section does not apply to you, please write "N/A" in the space provided. If you do not fill out the application completely, we will not review your application.

Please write as neatly as possible. If you need assistance with the application, please speak with a staff member at (312) 369-3100.

STEP 2. Attach Your Financial Documents

Attach copies of each of the following documents **with** your Financial Aid Application.

(Do not send originals. We are unable to make copies and originals will not be returned.)

- Signed 2016 (or most recent) **federal** income tax return. Please do not send your state income tax return. If you did not file taxes last year, you must include a signed letter stating why you did not file taxes, and you must attach copies of any paperwork indicating your earnings and income for the year.
- Copy(s) of all W2's issued from your employer(s) from last year.
- If you received public assistance, social security, disability, unemployment, food stamps, WIC, child support, or any other financial assistance, you must include a copy of the relevant documents indicating the dollar amount you receive on a monthly basis.

STEP 3. Pay the Application Fee

Include with your application a \$20 financial aid application fee for **each** student that is applying for financial aid. (Make check or money orders payable to Columbia College Chicago.) Applications will not be processed until payment is received.

STEP 4. Submit Your Application

Mail (or deliver in person) the above documents together to the address below. You may also scan and email your completed application and documents to sherwood@colum.edu. **Please, for your security, ALWAYS black out your social security numbers on your tax documents before sending them to us.**

Columbia College Chicago, Office of Continuing & Community Education
Financial Aid Department
1312 S. Michigan Ave.
Chicago, IL 60605

After we receive and review your completed application, we will **email** you your financial aid award decision. If you do not receive an email at least one week prior to the start of the next term, please contact the Director of Business Operations via email at cgorcik@colum.edu. Once you receive your email indicating your financial aid award, you may then register yourself or your child. **Please do NOT register prior to receiving your financial aid award.**

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<u>Children's Classes</u>		<u>Individual Lessons (per 16 week term)</u>		
Music Together	\$260.00 (13 weeks)	Lesson Length	Per week	Per term
Group Piano Classes (Level 2 and up)	\$256.00 (16 weeks)	30 minute lessons	\$42.00	\$672.00
All other children's classes	\$128.00 (8 weeks)	45 minute lessons	\$57.00	\$912.00
		60 minute lessons	\$72.00	\$1,152.00
<u>Teen & Adult Classes</u>		<u>Suzuki Program (per 16 week term)</u>		
All adult classes	\$176.00 (8 weeks)	Suzuki Group Class	\$192.00	
		Suzuki Preparatory Program	\$150.00	

- For more detailed information on classes and pricing, please visit our website, learn.colum.edu.
- Please note that actual prices may be pro-rated down due to holidays and teacher availability.

Financial Aid Payment Voucher

A \$20.00 financial aid application fee is required at time of application submission.

Cash

Check/Money Order

Credit/Debit Card

Credit Card Information

Circle One: Visa MasterCard Discover American Express

Cardholder's Name:

Card Number:

Expiration Date:

CVV Code:

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Please complete both sides of this application. Incomplete applications will not be reviewed.

Please print legibly.

Student Information

New Student Returning Student Male Female

Student Name _____ Date of Birth _____

Mailing Address _____

City _____ State _____ Zip _____

Parent/Guardian Name _____ Relationship _____
(if applicant is under 18)

2nd Parent/Guardian Name _____ Relationship _____

Primary Phone Number _____ Secondary Phone Number _____

Primary E-mail Address _____

Secondary E-mail Address _____

Academic School _____
(if applicable)

Student/Parent(s) Place of Employment _____

How did you hear about us? _____

Class / Lesson Information *(Applicants may apply for financial aid for only one class or lesson)*

Class or lesson for which you are requesting financial aid: _____

Preferred class or lesson day and time: _____

Preferred lesson length (Individual lessons only): _____

Preferred instructor (if any): _____

Staff Use Only: Payment Received by: _____ Date: _____

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Financial Information

<ul style="list-style-type: none"> • What is the annual adjusted gross income of the person(s) who, on their income taxes, claims as a dependent the student listed on this form? (<i>Line 37 on form 1040, line 21 on form 1040A or line 4 on form 1040EZ</i>) If you did not file taxes this year, please indicate your estimated yearly household income and attach as much documentation as possible to support your claim. 	\$
<ul style="list-style-type: none"> • Is there someone other than the parent/guardian listed above who pays the student's tuition? • If so, who are they and what is their annual income? _____ 	\$
<ul style="list-style-type: none"> ▪ Do you receive any other income to support the child for whom you are requesting financial aid? If so, please indicate below the dollar amount you receive on a monthly basis and check the appropriate sources below. <input type="checkbox"/> Social Security <input type="checkbox"/> Disability <input type="checkbox"/> Unemployment <input type="checkbox"/> Food stamps <input type="checkbox"/> Child Support <input type="checkbox"/> Welfare/Public Aid <input type="checkbox"/> Other _____ 	\$

Additional Information

The financial aid committee will also take into consideration any special circumstances regarding your current family or financial situation. Please add any comments below that you feel would be important for the financial aid committee to consider when reviewing your application. If you need more room, feel free to include a separate letter with your application.

My/our signature(s) below guarantee that all of the information submitted is accurate and truthful and that I/we agree with the Financial Aid Policies as stated in this Application:

Signature(s) of Student / Parent(s) / Guardian(s)	Date
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