

CONFIDENTIAL

FINANCIAL AID APPLICATION

2019-20

Thanks to the generosity of individual donors, The Hartt School Community Division is able to provide financial assistance to students whose families meet a series of financial qualifications. Since funds are limited, please be sure to apply by August 1. Financial assistance is awarded through the *Fund for Access*, the Hartt Community Division's tuition assistance program.

Please take a moment to review all materials carefully.

CHECKLIST

- COMPLETED FINANCIAL AID FORM
(REQUIRED)

- SUPPLEMENTAL FINANCIAL DOCUMENTATION
(REQUIRED)

- NEW MUSIC STUDENTS:** PRIVATE MUSIC
INSTRUCTION PLACEMENT FORM (page 6)

- NEW DANCE STUDENTS:** DANCE CLASS
PLACEMENT FORM (pages 7-8)

For priority consideration, **all application materials**
must be received before

August 1, 2019

UNIVERSITY OF HARTFORD

THE HARTT SCHOOL COMMUNITY DIVISION

860.768.4451 • harttcomm@hartford.edu

SELECTION POLICY

Financial aid awards are determined based on the following parameters:

- Financial need, as evidenced by family size, income, extenuating circumstances, and the basic parameters of the U.S. Department of Housing and Urban Development Income Limits for the State of Connecticut.
- Total tuition cost of the program selected. Please note that aid for private music instruction is determined based on 30-minute lessons.
- Number of applicants in the household.
- Availability of funds dependent on the program selected.
- Student progress, attendance, and achievement (for returning students).
- Current account standing with the University of Hartford.

Financial aid awards are determined on a sliding-scale basis and will not cover tuition in full. Financial assistance is available only to students ages 18 and younger who have not completed high school.

SUBMISSION OF APPLICATION

A complete application must contain the following information:

- 1 Confidential Financial Aid Application (pages 4-5 of this packet).
- 2 Supplemental Financial Information, which may include:
 - Your most recent U.S. Tax Form (e.g., 1040)—*preferred*
 - A copy of your W2
 - Proof of Unemployment (i.e., Statement of Benefits)
 - Proof of Social Security (i.e., Statement of Benefits)
- 3 NEW PRIVATE LESSON STUDENTS: a completed placement form (page 6 of this packet).
- 4 NEW DANCE STUDENTS: a completed placement class form. Contact the Dance Department for more information.

You have the option of including a supplemental statement to accompany your application that can clarify any of the above; however, **items 1 and 2 are required**. Failure to provide all components will result in a denial of your financial aid application.

APPLICATION SCHEDULE

For priority application, all materials must be received before **August 1**. Applications for both new and returning students received after the August 1 deadline will be reviewed on a first-come, first-served basis, pending available funds.

You will receive a decision letter with additional instructions. Please make certain you read the full letter and follow the instructions included in the letter to proceed with registration.

Return all materials to
Hartt Community Division
Attention: Registrar
University of Hartford
200 Bloomfield Avenue, West Hartford, CT 06117
Fax: 860.768.4777

CONFIDENTIAL FINANCIAL AID APPLICATION

FREQUENTLY ASKED QUESTIONS

ARE THERE ANY LIMITS TO WHAT PROGRAM I CAN APPLY FOR?

Certain programs (e.g., private lessons, Suzuki instruction, large ensembles, classical ballet program) require placement. Additional action may be required before a student may begin participation. Please contact us regarding placement: Music programs: 860.768.4451 or harttcomm@hartford.edu • Dance programs: 860.768.6000 or dancedesk@hartford.edu

HOW SOON WILL A DECISION BE MADE?

Applications received by August 1 will result in notification by September 1.

IS 100 PERCENT FINANCIAL AID AVAILABLE?

No. All families are asked to contribute financially to their childrens' participation. The remaining balance can be paid off incrementally throughout the year based on available payment plans.

MY SITUATION HAS NOT CHANGED. DO I NEED TO REAPPLY NEXT YEAR?

Yes. It is required that each applicant reapply for aid at the start of each academic year. Awards are not guaranteed from year to year.

I HAVE RECEIVED MY DECISION LETTER, AND I AM STILL UNABLE TO AFFORD THE PROGRAM. WHAT CAN I DO?

Payment plans are available for those who qualify. Be sure to review your decision letter carefully. If you are still unable to afford the program, you have the option to appeal the decision. All appeals must be submitted in writing and be received by the office within 15 days of receipt of the award letter. Appeals will be considered in consultation with the director, and final decisions will be mailed to you. Please note that if your application was denied due to insufficient information, you must supply the missing information for your appeal to be reviewed.

I AM APPROVED FOR AID, AND I DON'T PLAN TO USE IT THIS ACADEMIC YEAR. CAN I USE IT LATER?

No. If you do not elect to use the award, and respond accordingly, the funds will be released for other applicants.

I CAN'T AFFORD THE PROGRAM WITH AID. CAN I TAKE FEWER LESSONS/CLASSES WITH THE AID PROVIDED?

No. Any adjustment to the program for which you applied will require a new review of your financial aid award. This includes withdrawals from the program as well.

I AM NOT CERTAIN OUR FAMILY QUALIFIES FOR AID. SHOULD I EVEN APPLY?

Yes, we encourage all of our families to apply for aid if they require it to participate in our programs.

I AM UNABLE TO PROVIDE ANY OF THE LISTED SUPPLEMENTAL FINANCIAL INFORMATION. WHAT CAN I SUBMIT INSTEAD?

If you do not have a completed tax form, W2, proof of unemployment or Social Security, please contact the Hartt School Community Division's Registrar at 860.768.4451 to discuss alternative documentation.

CAN I SUBMIT FINANCIAL AID APPLICATIONS FOR MORE THAN ONE CHILD?

Yes, but please understand that due to limited funding we may not be able to provide financial support to all applicants within a household.

MY CHILD WANTS TO PARTICIPATE IN MORE THAN ONE PROGRAM. IS THAT POSSIBLE?

Although the financial aid process does not restrict enrollment in more than one program, aid is only provided for one program per student in an academic year. Additional programs may be available at a discounted rate, though financial aid will not be attributed to a subsequent program.

OUR PRIVATE MUSIC TEACHER WOULD LIKE US TO SIGN UP FOR LESSONS THAT ARE LONGER THAN 30 MINUTES. IS THAT POSSIBLE?

Financial aid for private music instruction is determined based on 30-minute lessons. Students may opt to take longer lessons; however, the additional cost is the responsibility of the family.

ONE CHILD WAS APPROVED FOR A DANCE PROGRAM, AND MY OTHER CHILD WAS DENIED FOR A MUSIC PROGRAM. WHY WEREN'T THEY BOTH APPROVED?

Funding levels vary from program to program, and some program funds may exhaust before others. As a result, funds are non-transferrable between programs.

MY CHILD WAS PLACED IN A DIFFERENT DANCE LEVEL FROM WHAT I APPLIED FOR. HOW WILL THAT AFFECT MY FINANCIAL AID AWARD?

All financial aid decisions calculate a percentage of tuition that will become the family's contribution. If the tuition amount changes (excluding private lessons and Suzuki instruction), that amount will be recalculated and a revised decision letter will be mailed to you.

DOES THE AWARD COVER INSTRUMENTS, MATERIALS, ATTIRE, ETC?

No. The financial aid award is only for tuition. Additional materials (i.e., instruments, dance attire, etc.) and fees are the responsibility of the applicant/family.

CONFIDENTIAL FINANCIAL AID APPLICATION

FINANCIAL AID FORM

Supplemental financial documentation is required. Please provide at least one of the following forms of documentation:

- A copy of your most recent tax return or W2
- Proof of unemployment (i.e., Statement of Benefits)
- Proof of Social Security (i.e., Statement of Benefits)

Applications received without this supplemental financial documentation will not be considered for financial aid.

All financial information received is used for aid evaluation only and is kept confidential.

APPLICANT INFORMATION

Date of birth _____ / ____ / ____ Age on 9/1/2019 ____ Gender: Male Female

Due to limited funds, financial aid awards will only be provided to individuals who are 18 and under and have not completed high school.

Student name _____ School _____ Grade _____

Street address _____ City/State/ZIP _____

Email _____ Home phone number _____

Have you previously enrolled in any program through the Hartt Community Division? YES NO

Have you applied for financial aid through the Hartt Community Division previously? YES NO

PROGRAM SELECTION Select only one program.*

Private lessons: Teacher: _____

Circle lesson length: 30 min. 45 min. 60 min.

Instrument: _____

Circle type: Suzuki Traditional

Location: _____

Dance programs

Indicate dance class title and day/time: _____

Music ensembles or First Steps in Music

Indicate ensemble/class: _____

Aid will be assessed for 30-minute lessons. Costs associated with longer lessons will be the responsibility of the family.

PARENT INFORMATION

Parent/Guardian 1

Name _____

Phone _____

Place of employment _____

Position _____

Has this person been laid off in the past 12 months?

YES NO

Please indicate if Parent/Guardian 1 and Parent/Guardian 2 are:

Married/partnered Divorced/separated Single/not applicable

Number of people in the household _____ (include applicant)

Number of children in the household _____

Parent/Guardian 2

Name _____

Phone _____

Place of employment _____

Position _____

Has this person been laid off in the past 12 months?

YES NO

You have the option to submit a written statement to adequately reflect your current household situation.

* Students applying for private lesson assistance may include their large ensemble tuition in the application.

QUESTIONS? Call 860.768.4451 or email HCDbills@hartford.edu for assistance.

CONFIDENTIAL FINANCIAL AID APPLICATION

SUPPLEMENTAL FINANCIAL DOCUMENTATION

Supplemental financial documentation is required. Please provide at least one of the following forms of documentation:

- A copy of your most recent tax return or W2
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SIGNATURE

Printed name of Parent/Guardian of minor student

Signature of Parent/Guardian of minor student

Date

By signing this form, I confirm that this information, to the best of my knowledge, is complete and accurate. I understand that falsification of information in connection with this application may nullify any current awards and prohibit future awards. I understand that in order to be eligible for future consideration for financial aid, my child will need to demonstrate good attendance and preparation for lessons/classes, sufficient educational progress, and maintain good standing within their program. I confirm that all documents submitted as part of this application process are accurate and that this is an accurate indication of my/our household annual gross income and situation.

(Optional) We appreciate your answer. >> Native American/Alaskan Native Hispanic/Latino Asian/Indian Other
 Hawaiian or Pacific Islander African American Caucasian/White

Please note that financial aid awards are granted for one (1) program per student per academic year.

QUESTIONS? Call 860.768.4451 or email HCDbills@hartford.edu for assistance.

**CONFIDENTIAL
FINANCIAL AID APPLICATION**

**PRIVATE MUSIC INSTRUCTION
PLACEMENT FORM**

For **new** private lesson students only.

This information will be used to facilitate placement once a decision has been made regarding your financial aid application. Information provided in this form is used for placement only and will not influence your financial aid application.

PLEASE FILL OUT THE FOLLOWING TO ASSIST US WITH PLACEMENT FOR PRIVATE INSTRUCTION.

Student name _____

Grade (2019–20) _____ Age (on 9/1/2019) _____ Instrument _____

Is the student a beginner? YES NO If no, how many years of experience? _____

What other musical experience does the student have?

What are the goals/ambitions of the student?

Please describe the teaching style you think will work best for the student:

When is the student available for lessons?

Is there anything else that might help us effectively place this student?
(e.g., specific learning needs, gender preference, etc.)

Please submit this completed form with your financial aid application.

Only this page will be shared with our Private Lesson Coordinator. Once a decision has been made regarding your financial aid application, the Private Lesson Coordinator will be in contact with you regarding the next steps.

QUESTIONS? Call 860.768.4451 or email HCDbills@hartford.edu for assistance.

FOR NEW DANCE STUDENTS ONLY

PLACEMENT CLASS Form

Student Name:		Date:	
Date of Birth:		Class Taken:	
Address:		Instructor:	
Phone Number:			
Email Address:		Parent/Guardian:	

Current Training (*Check all that apply & indicate hours per week as applicable*):

- I have no previous training
- Ballet: _____ hours per week
- Pointe: _____ hours per week
- Other dance genres: _____ hours per week
 _____ hours per week
 _____ hours per week
- Summer Intensives (Please list): _____

- I would like to receive the Hartt Community Division weekly e-newsletter.
- I would like to be added to your mailing list to receive emails about dance performances.

How did you hear about our program? _____

OVER →

Faculty Use Only: *Submit this form upon completion to Dance Administration.*

Recommended Class Level(s):
Comments:

Faculty Signature: _____ **Chair Signature:** _____

Student Notified: _____ **Enrolled:** _____
 Date Date

FOR NEW DANCE STUDENTS ONLY

RELEASE

It is understood that there is a risk of physical injury inherent in dance training. The undersigned is willing to assume those risks and release, hold harmless, and indemnify the Hartt Community Division, its related entities, agents, employees, officers and representatives from and against any and all claims, demands, actions, judgments which the undersigned, or any person ever had, or may have against the Hartt Community Division, for any losses, costs and expenses (including attorney's fees) and damages or injuries known or unknown, real or personal, sustained by me or my child while in attendance and/or participating in all Hartt Community Division programs.

The undersigned also agrees that he or she will not hold the Hartt Community Division responsible for the loss damage of personal property while in attendance and/or participating in any of these programs.

PHYSICAL CONTACT:

Dance is an art form that requires teachers to be able to have appropriate physical contact for the purpose of making technical corrections. Consent is granted for such physical contact.

PHOTO/VIDEO CONSENT

By checking this box consent is granted for the student to be photographed or videotaped. These may be used by The Hartt Community Division without compensation in a public presentation. The student is free to refuse to be photographed or videotaped.

PROTOCOLS & PROCEDURES:

The signature below indicates agreement to abide by the rules and policies of the Hartt Community Division. This includes, but is not limited to, behavior that exhibits respect toward fellow students, staff, instructors, the University of Hartford community, and our facility.

Student's Name (please print)

Age

Address

Signature of Student, or Parent/Guardian if under age 18

Date