



2018 – 2019 BASEC Tuition Assistance Policy

BASEC is a community-based non-profit organization that seeks to meet the needs of all our families. The BASEC Board of Directors developed a new tuition assistance policy for the 2017 – 2018 school year that sought to

- Ensure the most vital programs are available to all our students;
- Utilize all channels of tuition support;
- Maintain BASEC's financial viability.

This new policy immediately had a positive impact, allowing families to communicate updated financial situations, giving a more complete picture, and even initiating state vouchers that were filled. We are continuing the policy for 18 – 19.

Tuition assistance, if awarded, will take the form of tuition waivers, applied to monthly payments. We ask families to indicate the discount they are requesting on our tuition assistance application. Any family that receives a partial tuition waiver will be responsible for making timely payments. Failure to make payments will result in the termination of the child's enrollment in BASEC. All information submitted on financial aid applications will be treated as confidential.

Tuition Assistance Eligibility

BASEC utilizes the following criteria to determine the eligibility of families requesting tuition assistance:

- Receiving free or reduced price school lunch, free or reduced fee full day kindergarten, SNAP, TAFDC, WIC, or other public subsidy/assistance program.
- Gross annual income at or below 50% of the state median income of \$74,105 for a family of two (adjusted for larger family size).
- Additional family circumstances such as serious illness, loss of job, etc.

Process for Requesting BASEC Tuition Assistance

Complete and return to BASEC the following by **June 30, 2018**:

1. Registration form (please request the registration form for the BASEC Site to which you are applying from Andrew.Mountford@belmontbasec.org). No payment is required at the time of registration.
2. Information verifying that your family has submitted an application for state child care voucher. Information about applying and qualifying for state assistance can be found at <http://www.mass.gov/edu/birth-grade-12/early-education-and-care/financial-assistance/financial-assistance-for-families/>
3. A copy of your 2016 IRS Form 1040 (federal tax return).
4. Two recent pay stubs.
5. BASEC Tuition Assistance Application (page 3, below).
6. Appropriate documentation verifying the receipt of any public assistance (reduced lunch, food stamps, etc.)

**BASEC Tuition Assistance Application
2018 – 2019**

Please complete all fields. Incomplete applications will not be considered.

Name of Child _____ **Grade in Sept. 2018** _____

Name of Child _____ **Grade in Sept. 2018** _____

Name of Child _____ **Grade in Sept. 2018** _____

Parent/Guardian 1

Name _____ **Relationship to Child** _____

Address _____

City _____ **State** _____ **Zip** _____

Phone (home) _____ **Phone (mobile)** _____

Parent/Guardian 2

Name _____ **Relationship to Child** _____

Address _____

City _____ **State** _____ **Zip** _____

Phone (home) _____ **Phone (mobile)** _____

Need for Out-of-School Time Program

Work, school or job training schedule

Parent/Guardian 1:

Work full time (list hours) _____

Work part time (list hours) _____

Name and address of employer _____

Attend school or training program full time (list hours) _____

Attend school or training program part time (list hours) _____

Type of degree, certificate, license or credential being pursued _____

Name and address of school or program _____

Parent/Guardian 2:

Work full time (list hours) _____

Work part time (list hours) _____

Name and address of employer _____

Attend school or training program full time (list hours) _____

Attend school or training program part time (list hours) _____

Type of degree, certificate, license or credential being pursued _____

Name and address of school or program _____

If you do not work or attend school or a job-training program, why do you want your child at BASEC?

Please explain any factors that should be considered in your request for tuition assistance. Describe any temporary or permanent hardships that would not be apparent from your IRS Form 1040.

Please indicate the discount you are requesting:

50% discount

75% discount

90% discount (provided only in select circumstances)

How many weeks/months do you foresee needing this tuition assistance? _____

I/we declare that the information on this application is true and complete, to the best of my/our knowledge.

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____