

Request for Tuition Assistance



The Music Village ("TMV"), a nonprofit community musical arts center and school, aims to give all people the opportunity to experience and participate in music regardless of financial means. The success of TMV programs—especially our ability to offer tuition assistance—depends on the generosity of many community members, businesses, and organizations.

TMV strives to provide quality and value for our students in all lessons, classes, and programming. This is reflected in our commitment to employ professional instructors and offer competitive and accessible tuition rates. With this in mind, **we ask families seeking tuition assistance to contribute what they can financially**, as a sign of commitment to the program, and in support of all who benefit from music in our community. Volunteer opportunities exist if a financial commitment is impossible—please contact us for more information.

Please read this form carefully and complete the following steps if you require financial assistance to enroll/maintain enrollment in a TMV program, and would like to be considered for tuition assistance. Eligibility for aid and enrollment in a lesson/class/program is not secured until we have received the following:

- 1) A completed Registration Form, available online (<https://www.themusicvillage.org/classes>) or at The Music Village office (333 South Michigan Street, South Bend, Indiana 46601).
- 2) This completed Request for Tuition Assistance form and required supporting documentation. This form may be **returned via email (tmv@themusicvillage.org) or mailed to TMV (P.O. Box 11004, South Bend, Indiana 46634).**

Final determination of aid eligibility, amount, and duration is at the sole discretion of The Music Village administration, and may be expected within ten business days.

1. Request: I, _____, [parent/guardian of _____ (if enrolling student is under 18 years old)] attest that I/our family are in a position whereby tuition for all or part of _____ (class/lesson/program) constitutes a financial hardship. I therefore request financial assistance with (*circle one*) **25% 50% 75% 100%** of the tuition fee for (*circle one*) **5 10 15** credits (see Appendix: Payment Schedule to determine level and duration of assistance).

Check if this is a **renewal request**.

2. Eligibility: I/my family currently participate(s) in (*check all that apply*):

- a) USDA National School Lunch Program (free/reduced lunch)
Guidelines: <https://www.fns.usda.gov/cn/income-eligibility-guidelines>
- b) USDA Supplemental Nutrition Assistance Program (SNAP)
Guidelines: <https://www.fns.usda.gov/snap/recipient/eligibility>
- c) State Temporary Assistance for Needy Families (TANF)
Guidelines, Indiana: <https://www.in.gov/fssa/dfr/tanf-cash-assistance/about-tanf/>
Guidelines, Michigan: https://www.michigan.gov/mdhhs/0,5885,7-339-71547_5526---,00.html
- d) USDA Food Distribution on Indian Reservations (FDIR)
Guidelines: <https://www.fns.usda.gov/fdir/applicant-recipient>
- e) Medicaid and/or Children's Health Insurance Program (CHIP)
Guidelines, Indiana: <https://www.in.gov/medicaid/members/>
Guidelines, Michigan: https://www.michigan.gov/mdhhs/0,5885,7-339-71547_4860_78446_78447---,00.html
- f) Supplemental Security Income (SSI)
Guidelines: <https://www.ssa.gov/benefits/ssi/65older.html>

3. Additional Considerations (if applicable):

- g) One or more members of my/the student's immediate family receives unemployment insurance.
Guidelines, Indiana: <https://www.in.gov/dwd/indiana-unemployment/>
Guidelines, Michigan: https://www.michigan.gov/leo/0,5863,7-336-78421_97241---,00.html
- h) I/my family qualifies for HUD's Public Housing Program.
Guidelines: https://www.hud.gov/topics/rental_assistance/phprog
- i) More than one member of my/student's immediate family also engages/will engage in TMV programming.
Name(s) of other immediate family member(s): _____
- j) I/my family have/has other/additional extenuating circumstances for consideration (**REQUIRED: Step 5**).

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4. Supporting Documentation (REQUIRED – choose one):

A. Upon submission of this form, include **at least one** supporting document confirming enrollment/participation in and/or applicability of one or more of the *Eligibility* programs (Step 2, a-f) and/or *Additional Considerations* (Step 3, g-j) that you indicated above. **Title(s) of supporting document(s):**

Or

B. Upon submission of this form, include a copy of your/your family's most recent **U.S. Individual Income Tax Return** (form 1040/1040EZ), **and** consecutive **income statements/pay stubs** reflecting *at least three most recent months* of your/family's head of household's income.

Or

C. Upon submission of this form, include a copy of your/your family's **IRS Verification of Non-Filing Letter** from the most recent tax year available, **and** consecutive **income statements/pay stubs** reflecting *at least three most recent months* of your/family's head of household's income, if applicable.

5. Extenuating Circumstances (required if checked in Step 3):

I/my family have other/additional extenuating circumstances for consideration. Explain extenuating circumstances below and provide any supporting documentation.

6. Certification of Accuracy, Consent to Terms and Conditions:

By signing below, I attest that the information contained herein is true and accurate to the best of my knowledge; that I/my child's/children's ability to participate in the stated class/lesson/program is not possible without the level of tuition assistance stated above; that I consent to representatives of The Music Village reviewing and securely retaining this form, submitted supporting documentation, and any/all information included therein for purposes of determining my/my child's/children's eligibility for financial assistance; that I enter into the tuition assistance program in good faith and, should my financial situation change and tuition assistance is no longer needed in part or full, that I will notify The Music Village immediately; that I understand that The Music Village administers the Tuition Assistance program at its sole discretion, and may terminate this agreement at any time and for any reason; that I/my child/children will abide by The Music Village attendance and class policies, make every effort to attend classes/lessons as scheduled, and provide notice, 24 hours or more ahead of a scheduled lesson/class, of an anticipated absence from said lesson/class. Failure to abide by and comply with these terms and conditions may result, at the discretion of The Music Village administration, in immediate termination of tuition assistance and/or revocation of eligibility for renewal of assistance, future assistance, and/or enrollment privileges.

Student Name(s)

Parent /Guardian Name (if student is under 18)

Email Address

Phone Number

Signature

Date

Appendix Payment Schedule

as of February 1, 2022

Lessons, classes, and most proprietary TMV programs are offered via a Class Credit system. Tuition assistance is available for 5, 10, or 15 Class Credits, at levels of 25%, 50%, 75%, or 100%. Use the following chart to determine the level and duration of assistance needed in Step 1 above. Final determination of aid and duration is at the discretion of TMV administration.

Class Credits	Duration	Full Cost	25% Aid	50% Aid	75% Aid	100% Aid
5	30 minutes	\$150	\$112.50	\$75	\$37.50	\$0
5	45 minutes	\$220	\$165	\$110	\$55	\$0
5	60 minutes	\$285	\$213.75	\$142.50	\$71.25	\$0
10	30 minutes	\$300	\$225	\$150	\$75	\$0
10	45 minutes	\$440	\$330	\$220	\$110	\$0
10	60 minutes	\$570	\$427.50	\$285	\$142.50	\$0
15	30 minutes	\$427.50	\$320.63	\$213.75	\$106.88	\$0
15	45 minutes	\$594	\$445.50	\$297	\$148.50	\$0
15	60 minutes	\$769.50	\$577.13	\$384.75	\$192.36	\$0

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FOR STAFF USE ONLY

Date Received: _____ Instructor: _____ Date Approved: _____

Received By (initial): _____ Award: _____% _____ credits Approved By (initial): _____

Documentation Received (circle): a b c d e f g h i j other (list): _____

Check if Renewal []

If renewal, any significant change in circumstances (e.g., documentation, aid request, duration, instructor)? Describe:
