

Dear IC3 Parent:

Because you are applying for a tuition scholarship, it is essential for us to verify employment status and income level of your family. We realize your time is very valuable, but this information is crucial in determining your scholarship amount. Please take some time to fill out the attached Scholarship Application. Any questions should be directed to the Executive Director or Enrollment Manager.

Please complete the entire scholarship application and submit the following items:

- ◆ A contract or letter of employment stating your current gross salary and number of hours you work per week on your employer's letterhead and/or copy of your last two pay stubs.

Graduate Students: submit a letter from your department or advisor stating the income you are receiving through tuition subsidies, stipends, grants, teaching assistantships, etc. Be sure to include any summer funds you might be receiving. Foreign Graduate Students should also submit a copy of their I-20 or DS2019 as appropriate. Keep in mind families in which all able adults are not employed do not receive priority consideration for scholarships.

AND

- ◆ A complete copy of your Federal Income Tax Return with all attachments including W-2 forms from the most recent year showing your **annual gross income**. If you file taxes as a non-resident, you should also submit a copy of your I-20 or DS2019 as appropriate.

There have been some common questions as to how we calculate your family income. I would like to answer a few of the most common questions here:

A. **How is our scholarship amount decided?** We consider your entire financial situation, including all assets, and the priorities we have set for scholarship recipients.

B. **If there has been a change in our family income from our most recent Income Tax Return, what should we do?** Simply provide both the Return and a letter explaining any changes.

C. **If I do not submit an Income Tax Return, what should I do?** Provide IC3 as much documentation as you can about your income and assets. We will request further information if needed. Keep in mind families with unverifiable income do not receive priority consideration for scholarships.

Sincerely,



Sherri Koski
Executive Director
Revised 4/6/2015



Ithaca Community Childcare Center Scholarship Application

All information on this form will be held confidential

Child's Name: _____

Parent/Guardian #1 Information:

Name: _____

Email: _____

Social Security Number: XXX-XX-_____

Place of employment: _____

Position/Title: _____

Numbers of Hours worked/week: _____

Parent/Guardian #2 Information:

Name: _____

Email: _____

Social Security Number: XXX-XX-_____

Place of employment: _____

Position/Title: _____

Numbers of Hours worked/week: _____

Are all people listed above legally and financially responsible for the enrolled child?

YES

NO

If no, please explain (additional documentation may be required):

Check this box if you are **NOT** applying for a scholarship. You do not need to complete back of the form.

If you are applying for a tuition scholarship please attach the following:

- Financial Chart Information form on the second page
- Letter of employment OR 2 most recent paystubs for both parents
- Copy of your most recent Federal Income Tax Return with all schedules
- Copy of your most recent W2s

If you are in the USA and have non-immigrant status, you must also attach I-20 or DS2019 documents, along with a copy of your original evidence, including bank statements when applying for Visa documents

When applying for a tuition scholarship IC3 considers all income, resources and assets that make up your entire financial picture. Gross income includes gross wages, salaries, stipends, income from investments, family support, government grants, etc. IC3 will take into consideration all assets, other than your primary home. A tuition scholarship is not guaranteed. Your scholarship amount is at the discretion of the Executive Director after review of financial information.

I have represented my financial situation as accurately as possible. I understand that if my financial situation changes, I must present new information to Ithaca Community Childcare Center within 30 days of the change. If I fail to submit changes in my income I understand that I may be required to pay back any difference in tuition owed. Any change in tuition will go into effect as of the first of the month following the change.

_____ Date

_____ Signature of Parent/Guardian

_____ Signature of Parent/Guardian

IF YOU ARE NOT APPLYING FOR A SCHOLARSHIP, YOU DO NOT NEED TO COMPLETE THIS SIDE

Financial Information: Include all assets and sources of income for the current year. All information will be reviewed by the Executive Director before determining your scholarship amount.

Income & Assets Type	Parent/Guardian #1 (Amount per year)	Parent/Guardian #2 (Amount per year)
Annual Gross Salary/Wages: (If hourly– estimate annual wage)	\$	\$
Grant/Scholarship: (Excluding tuition grants. Do not include any child care benefits)	\$	\$
Income Property Rental: (Net profit after operating expenses excluding depreciation)	\$	\$
Interest/dividends: (Include proceeds from investment sales)	\$	\$
Consulting/freelance Income: Self Employment Income:	\$	\$
Child Support/ Alimony received	\$	\$
Government Sources:	\$	\$
Foreign Income: (Attach I-20 or DS2019 document & original evidence submitted for Visa)	\$	\$
Other Sources: (Including regular support from relatives)	\$	\$
TOTAL INCOME & RESOURCES FOR HOUSEHOLD	\$	\$
Assets: Do Not include primary home. DO include other fair market value of real estate & investments, CDs, Trust Funds.	\$	\$

**I Have attached my most recent Tax Return for the year, plus all schedules & W2 Forms
I have attached all relevant pay stubs, contracts or other documents to support the information above.**