

## **COMMUNITY MUSIC SCHOOL Scholarship Application**

Community Music School is pleased to be able to offer this financial aid program. The Scholarship Fund is funded by grants, special events, and individual contributions. Most awards do not exceed 70% of tuition and are based on family income.

**FUNDS ARE DISPENSED ON A FIRST-COME, FIRST-SERVED BASIS WHILE AVAILABLE.**

To be considered, an applicant must:

- 1) Show a financial need;
  - a) All applicants must complete an application and supply all requested documentation at the time the application is submitted. Your application will not be considered if incomplete.
  - b) Applicants must submit a letter (to be written by either parent or student) explaining the value of this scholarship to them.
- 2) Demonstrate a serious commitment to his/her music education;
  - a) A letter of recommendation from your CMS instructor will be obtained by the Business Office. If you are not currently studying at CMS, a letter of recommendation from one of the following is acceptable: school teacher, band or choir director, dance instructor, or other arts or educational administrator.
  - b) If funds are awarded, students will be expected to adhere to the policies outlined in the CMS Policy Handbook. Please note that excessive student absences (more than 3 per session) may result in a decrease in scholarship award. At the discretion of the Board of Trustees, the scholarship may be revoked for policy violations and you will be held responsible for tuition balances. Cases of extended illness will be handled on an individual basis.
- 3) Demonstrate a serious commitment to the program.
  - a) All scholarship recipients are encouraged to participate in performances that are a part of the program for which the student is enrolled.

NOTE: There is a three year award maximum for **adult students (age 21+)**. Adult students receiving three consecutive years of scholarship support will not be eligible for an award in the fourth year.

# COMMUNITY MUSIC SCHOOL SCHOLARSHIP APPLICATION

## STUDENT INFORMATION

Student Name:		Date of birth:
Address:		Current CMS Student? <input type="checkbox"/> Yes <input type="checkbox"/> No
City:	State:	ZIP Code:
Program for which a scholarship is requested: <input type="checkbox"/> Private Lessons (indicate instrument): _____ <input type="checkbox"/> Class/Ensemble (be specific): _____ CMS Location: <input type="checkbox"/> Centerbrook <input type="checkbox"/> East Lyme		

## CONTACT INFORMATION

<input type="checkbox"/> Two-parent household <input type="checkbox"/> One-parent household <input type="checkbox"/> Adult student (skip to Part B)		
<b>Part A. For DEPENDENT STUDENT</b>		
Mother's Name:	Father's Name:	
Address (if different from above):	Address (if different from above):	
City, ST Zip:	City, ST Zip	
Home/Cell Phone:	Home/Cell Phone:	
Email:	Email:	
<input type="checkbox"/> Primary contact for this application	<input type="checkbox"/> Primary contact for this application	

<b>Part B. For ADULT STUDENT</b>	
Home/Cell Phone:	Email:

## FINANCIAL INFORMATION

<b>List dependent children</b>	
Name:	Age:

<b>Income projections for current tax year</b>		
Projected Gross:	Social Security:	Alimony/Child Support:

<b>Expense projections for current tax year</b>		
Medical:	Education/Tuition:	Alimony/Child Support:

List other people dependent upon your income (e.g. elderly parents) and approximate annual expenses.

List any additional income or expenses and anything else you'd like us to know about your current financial situation.

## SIGNATURE

I declare that the information provided in this application is accurate and complete to the best of my knowledge.	
Signature of adult applicant or parent/guardian:	Date:

## **COMMUNITY MUSIC SCHOOL Scholarship Letter of Agreement**

The CMS Scholarship Fund is supported each year through a variety of fundraising activities and individual contributions. **Please read the following carefully as your signature indicates agreement.**

1. Scholarship awards may be used toward tuition for private lessons (weekly or every other week), semi-private lessons, group classes, or ensembles.
2. Payment plan arrangements may be made for any remaining tuition balance.
3. Registration obligates the student to complete the semester. Your registration reserves your teacher's time during the year at that specific time period each week, regardless of student non-attendance, vacation, field trips, school music obligations, sports, etc. Excessive student absences (more than 3 per session) may result in a decrease in scholarship award. Cases of extended illness will be handled on an individual basis.
4. All scholarship recipients are encouraged to participate in performances that are a part of the program for which the student is enrolled.
5. All students must adhere to the Community Music School's policies as outlined in the Policy Handbook.
6. At the discretion of the Board of Trustees, the scholarship may be revoked for policy violations and you will be held responsible for tuition balances.

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Signature (parent/guardian or adult student)

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Date

## **APPLICATION CHECK LIST:**

- Completed and signed Community Music School scholarship application
- Completed and signed Community Music School scholarship letter of agreement
- Most recent Federal Income Tax Form (1040 or similar), pages 1 and 2
- Most recent Connecticut Income Tax Form, pages 1 and 2
- Business owners only: most recent Schedule C and/or Form 1065
- A letter from the student or parents explaining the value of the scholarship to them
- A recommendation letter (if already a student at CMS, we will procure this for you)

All requested information must be provided and a copy of your most recent Federal and State Income Tax forms (pages 1 and 2) must accompany the application. If parents file separately, submit both sets of tax forms. If you do not have a copy of last year's tax form, or did not file one, please submit one for a previous year and explain why a recent one is not available.

***We cannot consider this application until all materials have been submitted.***

This application is for financial aid at the COMMUNITY MUSIC SCHOOL. The information will be kept confidential and will be made available only to the CMS Financial Aid Committee. Final determination of financial aid awards will be based on the totality of the family's financial situation and available resources of the Community Music School.

Submit completed application to:

Community Music School

P. O. Box 387

Centerbrook, CT 06409