



## TCDN Tuition Assistance Review Guidelines and Process

Rev: March 2019

### Application Deadline

Applicants must submit a completed application and requested documentation by the deadline in mid-September. Applications for the school year will be reviewed by the Finance Committee prior to the October Board meeting date. Applicants are required to maintain an account in good standing during the review process. All tuition assistance awards are issued on a retroactive basis. Applications may be accepted at other times during the school year for new enrollments or on an emergency basis. Funds from unspent the Tuition Assistance Fund awarded in October may be used for this purpose if approved by the Finance Committee. Requests that exceed the total amount approved by the Board must be presented for Board approval.

### Review Process

The Finance Manager reviews the application for completion and verifies that all required documentation has been properly submitted. A spreadsheet is developed summarizing the information for each applicant on an anonymous basis. The spreadsheet is reviewed by the Finance Committee at the October meeting.

### Requirements

- Families eligible for CCIS are required to apply for the county subsidy.
- Families are required to notify TCDN of any change in income or support received so the Finance Committee can determine if a change in the award amount is necessary
- Parents and Guardians living in the household are required to work or be enrolled in a school or training program for a total of 20 or more hours per week. Exceptions will be considered for applicants with a household adult unable to care for the child due to medical reasons.
- Applicants with a recent loss of employment may be considered.

### Considerations

- Income guidelines are up to and include amounts 400% above the Federal Poverty Guidelines.
- Expenses that are taken into consideration include:
  - Child Support
  - Alimony
  - Medical
  - Health Insurance Premiums
  - Child Care
  - Rent/Mortgage
  - Utilities





- Large, Unusual Expenses
- Special Circumstances
- Number of applicants in proportion to available funds

