

# **TCDN Tuition Assistance Application Procedures and Guidelines**

## Website Version

All families are invited to apply for tuition assistance at TCDN. Please review the Requirements and Considerations sections to assist you in determining your qualifications for tuition assistance.

Priority is given to families whose income is up to 400% above the federal poverty guideline. Tuition assistance is also considered for families who are in need of temporary assistance due to special circumstances, i.e. job loss/ reduced hours, medical expenses etc.

### **Application Process**

Applicants for tuition assistance will submit a completed application form and all requested documentation to the attention of the Finance Manager located in the Administrative Office 301 North Chester Road Swarthmore Pa. 19081. Award amounts are limited on a fiscal year basis, September 1 to August 31, as determined by TCDN's Board approved budget.

Families must submit a new application yearly for review. TCDN will award tuition assistance throughout the fiscal year until the depletion of budgeted funds. Tuition assistance applications are accepted throughout the year.

### **Requirements**

- Families eligible for ELRC 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