



## **SPUSD PRESCHOOL EDUCATION PROGRAM TUITION ASSISTANCE POLICY**

Dear Applicant:

The intent of the SPUSD Preschool Education Program Tuition Assistance Policy is to afford the full cost of a high quality preschool. A copy of the tuition assistance policy is attached for your information.

The Director of the SPUSD Preschool Education Program and the Assistant Superintendent of Instructional Services will review your application upon receipt. Please fill out your application completely and submit the following items with your application. Incomplete applications will not be processed.

- **SPUSD PRESCHOOL RESIDENCY VERIFICATION INFORMATION FORM**  
(available through SPUSD website)
- **SPUSD PRESCHOOL TUITION ASSISTANCE APPLICATION FORM**  
(available through SPUSD website)
- Two most recent pay stubs for **all** employed family members
- Prior year's tax return or statement of annual earnings
- Unemployment income statements (if applicable)
- Assistance documents, such as Social Security
- Child support and/or alimony
- Special circumstances (refer to page 2, number 2)
- Monthly bills: rent or mortgage payments, utilities, credit cards, car payments
- Up to two references that would substantiate your need for tuition assistance (optional)

Completed applications should be submitted to:

Mrs. Katy Nielsen, Director  
SPUSD Preschool Education Program  
1020 El Centro Street, Room 9  
South Pasadena, CA 91030  
(626) 441-5810, x1124

# SPUSD PRESCHOOL EDUCATION PROGRAM TUITION ASSISTANCE POLICY

## Policy Statement

The intent of the SPUSD Preschool Education Program is to provide financial assistance to South Pasadena children based on family eligibility. Tuition assistance is granted in the form of partial scholarships. Determination of eligibility and the amount of the scholarship granted is by decision of the Director of SPUSD Preschool Education Program and the Assistant Superintendent of Instructional Services.

The following guidelines are used to determine eligibility:

1. Applicants must reside in South Pasadena.
2. Eligibility for special circumstances is determined on a case-by-case basis, taking into consideration such factors as job loss, chronic illness, death, and non-working/non-student parent in the home, or other situation(s) that affect the family's ability to pay.
3. All tuition assistance recipients will be re-qualified at least every three (3) months and must submit current financial documentation at that time. Participants must immediately report any changes in income and/or family status to the Director of SPUSD Preschool Education Program.
4. Tuition assistance will be granted based on a first come, first served basis.

## Income Eligibility Guidelines July 1, 2011 – June 30, 2012

Household Size	Annual	Month	Twice Per Month	Every Two Weeks	Week
1*	\$20,147	\$1,679	\$840	\$775	\$388
2	27,214	2,268	1,134	1,047	524
3	34,281	2,857	1,429	1,319	660
4	41,348	3,446	1,723	1,591	796
5	48,415	4,035	2,018	1,863	932
6	55,482	4,624	2,312	2,134	1,067
7	62,549	5,213	2,607	2,406	1,203
8	69,616	5,802	2,901	2,678	1,339

For each additional family member, add:

\$7,067	\$589	\$295	\$272	\$136
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\* A household of one means a foster child, a child in out-of-home care, or a pupil who is his/her sole support.

## **Application**

Applications are available on the District's website or from the Director of the SPUSD Preschool Education Program. All applications must be completed thoroughly and accurately. Records will be kept confidential. Incomplete applications will **not** be processed.

## **Selection Process**

The Director of the SPUSD Preschool Education Program and the Assistant Superintendent of Instructional Services will review the application and make the final decision. All assistance will be based on funds available and the integrity of the information provided. Applications are due on or before August 1, 2011. Applicants will be notified within one (1) week after the Director and Assistant Superintendent have reviewed the application and all supporting documents.

## **Tuition Assistance Payment**

Monthly tuition payments must be made in accordance with the SPUSD Preschool Education Program policies and any past due amount will cause tuition assistance to be cancelled.

## **Tuition Assistance Availability**

SPUSD Preschool Education Program has a maximum number of scholarships available. The number of scholarships available may be changed at any time at the discretion of the SPUSD Preschool Education Program Director and Assistant Superintendent of Instructional Services. In the event of a reduction in scholarships, existing participants will be given three (3) months notice before the date tuition must begin to be paid in full.

## **Eligibility**

Income eligibility – Family income includes all sources: wages, spousal/child support, unemployment, social security, and any other source of income.

Household – A household is defined as a group of related or non-related individuals who are living as one economic unit and sharing both income and living expenses.