

# application for financial aid



To be considered for assistance, please complete the following application and attach a copy of the first page of your 1040 federal tax form. If you do not have a 1040, please call Erin English at 773-751-3344. Return your application during our regular business hours to the front desk. Applications sent by fax will not be processed. Only the signed original is valid. **Please print or type and answer all four sections of the application.** You will need to provide your 2016 1040 or updated proof of income to be considered for financial aid for the June 25, 2017 session (or any following session).

**Applications are due two weeks before the start date of your preferred class. Many classes fill up, so please consider applying earlier.**

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## A. Personal Information

Today's Date \_\_\_\_\_

Student's Name \_\_\_\_\_ Student's Birth Date \_\_\_\_\_

Student's Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Student's Home Phone \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_

Parent/Student's Email \_\_\_\_\_

Parent's Name \_\_\_\_\_  
(Necessary for dependent children)

## B. Classes

What kind of classes are you applying for? Please choose one.

- Group Classes     Private Lessons

Please list your **first** and **second** choice of classes you would like to take. Refer to the School's catalog and website for class descriptions, class, time, and starting dates.

1. \_\_\_\_\_

2. \_\_\_\_\_

What would you like to accomplish in your preferred class?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For Office Use:

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

% Awarded \_\_\_\_\_ Session(s) \_\_\_\_\_ Staff Initials \_\_\_\_\_

Notified of Award: By Email \_\_\_\_\_ By Phone \_\_\_\_\_

## C. Income

Are there special circumstances that affect income as it is reflected in your proof of income?  
Please include student loans, familial support, child support, etc.

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Please list your annual household income here (include all contributors) \$ \_\_\_\_\_

Your Employer/Profession \_\_\_\_\_

Spouse's Employer/Profession \_\_\_\_\_

Total Number of Dependents \_\_\_\_\_

Please submit a COPY of your most recent 1040 tax return.

Have you attached a copy to this application?  YES  NO

Note: All information provided here is confidential and used only to process your application.

## D. Agreement

I have read the attached FAQ sheet and understand the commitment I am making by accepting an Old Town School financial aid award.

Signature of Student \_\_\_\_\_  
(Or parent, if student is under 18 years old)

**Our Financial Aid Philosophy:** It is the desire of the Old Town School of Folk Music to make arts instruction available to everyone who wants to learn. We ask our students who receive financial aid to maintain 100% attendance. This helps develop good practice habits and encourages a positive learning experience.

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If you have questions about proof of income or other financial aid-related topics, please call or email Erin English at 773.751.3344 or [eenglish@oldtownschool.org](mailto:eenglish@oldtownschool.org).

You may mail or drop off completed forms to:

Old Town School of Folk Music  
Attention: Financial Aid Program  
4544 N. Lincoln Avenue  
Chicago, IL 60625

# financial aid guidelines

Please save this page for reference



## HOW DO I APPLY?

Complete and drop off your application during regular business hours with a copy of your most recent 1040 tax return for proof of household income to the front desk at any Old Town School of Folk Music location. After your application for financial aid is approved, you will need to register for your class. You may do so by phone or in person. Balance of payment is due upon registration for class.

**Applications are due two weeks before the start date of your preferred class. Many classes fill up, so please consider applying earlier.**

## DO I QUALIFY FOR FINANCIAL AID?

Financial aid is intended for individuals who cannot otherwise pay for one class per session and may only be used for one 8-week group class or one 8-week 30-minute private lesson session. When available, children may take one 16-week class. A second class may not be taken in the same session. Please see application for detailed information. **The amount of assistance is determined based upon your household income.**

**If you are told you do not qualify for financial aid, please check out our awesome volunteer program. Check our website or contact our volunteer coordinator at 773-751-3325.**

## WHAT IF I WANT TO TAKE AN ADDITIONAL CLASS OR LESSON WHEN RECEIVING FINANCIAL AID?

Unfortunately we cannot offer financial aid to students who are taking more than one class in one session. If a student has the ability to pay for a second class (even with a gift certificate or from funding from an outside source) then they are no longer eligible for financial aid and we should be allocating our financial aid funds to other students with a need.

You are welcome to apply for financial aid for many sessions in a row, and you can take a different class or different type of class each session, but you may not take multiple classes (or a class and a lesson) in one session.

## WHAT IS THE FINE PRINT?

- Financial aid participants may enroll in **one** class per session. Workshops may be taken in combination with a group class or private lesson.
- If you register and pay for a class before you are notified of your award, we cannot issue a refund.
- Financial aid may not be used to purchase concert tickets or merchandise in the Old Town School Music Store.
- If you need a rental instrument, please ask for further information at the front desk.
- Children under 12 and teens receive assistance for one 8-, 16-, or 24-week group class.
- Students applying for private lessons receive assistance for one 8-week session of 30-minute lessons.
- The maximum award is 75% of the group class tuition or 50% of private lesson cost.
- Adults in families approved for financial aid may take workshops with a 50% financial aid award. Current income documentation must be on file.
- Students receiving financial aid are expected to attend 100% of the classes.

## HOW DO I RENEW MY FINANCIAL AID?

Please contact the Front Office if you have any questions about registration dates for group or private lessons. **Please renew early!** Private lesson spots are limited, so if you wish to continue, renew by the 1st day of open registration in order to continue your lessons. Applying late will result in the loss of your award.

## WHAT IF I HAVE TO CANCEL MY LESSONS?

If for any reason you cannot finish the session, please call the Front Desk to cancel your class or private lesson and fill out a renewal form for the next session. Poor attendance may disqualify students from the financial aid program.

**If you have any other questions, please contact Erin English at 773.751.3344 or eenglish@oldtownschool.org.**