

# THE CENTER FOR IRISH MUSIC

Revised 7/17

## Financial Aid Program and Policies

As part of The Center for Irish Music's mission as a non-profit community music school, we make every effort to keep music classes and lessons affordable and easily accessible. The Center's Financial Aid Program was created specifically for the purpose of assisting individuals and families with demonstrated economic need.

The information below should help to answer most questions regarding the Center for Irish Music's financial aid program. However, for additional information, please contact Erika Nelson at the Center directly at **651-815-0083**.

### **Eligibility**

Any individual may apply for financial aid, though preference may be given to students under the age of 18. Applications must be legibly printed in ink or typewritten and must be signed by a parent or legal guardian. Applications received are held for review until the next Financial Aid Committee meeting. A student can begin lessons at the Center while their financial aid application is pending, however, all fees will be charged at the regular class/lesson rate. If multiple family members are applying for aid, an application must be filled out for each student.

### **Privacy**

Every effort is made to protect the privacy of the individual/family applying for financial aid. Upon receiving applications, all personal information is removed and the application itself is given a code number as it is reviewed.

### **Application process**

All requests for tuition assistance require 2 pieces of information:

- A completed Request for Financial Aid Application form.

And ONE of the following:

- Proof of eligibility for school lunch programs

OR

- A copy of the first two pages of the applicant family's most recent Form 1040 tax return.

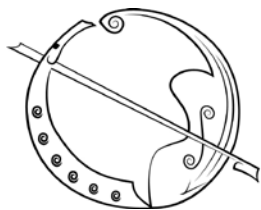
These two pieces of application information can be sent via U.S. mail to 836 Prior Avenue North Saint Paul MN 55104 and must be postmarked by the deadlines listed below. Applications received after the posted deadlines will be held for review at the next financial aid committee meeting. Incomplete applications will not be reviewed until both pieces of information are submitted. Students who are awarded financial aid in the Fall term must contact administration via email before the financial aid deadline for the following terms to clarify intended enrolment in order to be considered for a continuation of financial aid.

### **Committee Review Process**

The Center for Irish Music's Board of Directors has designated a Financial Aid Committee that reviews all applications. Awards are made primarily on the basis of need until available funding limits have been reached.

Deadlines for applications for tuition assistance are as follows:

- August 15 (Fall term)
- December 15 (Winter/Spring term)
- May 15 (Summer term & Minnesota Irish Music Weekend)



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## **Notification of Awards/Denials**

Notification of a financial aid award/denial will usually be made through a letter or email to the individual or family within two weeks after the Financial Aid Committee meets. A letter or email detailing the percentage of tuition assistance and terms for paying the remaining balance of the amount owed will be outlined.

## **Amount of Award**

Center for Irish Music Financial Aid:

Contingent on available funds, the Center's Financial Aid Committee can provide between a 15-40% discount off of the regular tuition amount. The remaining balance owed by an individual/family must be paid per the CIM payment plans.

## **Minnesota Irish Musicians Weekend Aid:**

Financial aid is available to help offset the cost of tuition for the Minnesota Irish Musicians Weekend. These tuition awards cover classes, ceili and concert, but do not cover the cost of lodging, transportation or meals during the weekend.

## **Renewals and Reapplication Requirement**

All Center for Irish Music financial aid recipients will be required to reapply for consideration on an annual basis, by August 15<sup>th</sup> of each year. During the year, applicants who wish to renew their applications for the next term must contact CIM administration to express their intended enrolment for the following term before that term's financial aid application deadline. Awards levels are reviewed and adjusted both by term and annually, based on changes to family income levels.

Financial Aid can be renewed as long as the student continues to make diligent efforts in his/her musical studies. While receiving aid, students are required to attend classes regularly and perform at each CIM recital. Failure to do so will jeopardize renewal of assistance. Failure to make payments on time on the remaining balance owed will also jeopardize future financial aid consideration.

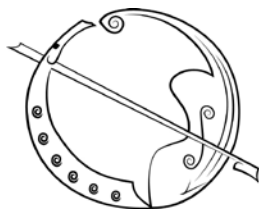
## **Changes in Financial Aid Policies and Procedures**

The Center reserves the right to amend any of its financial aid policies and procedures at any time through action by its Board of Directors and the Center's Financial Aid Committee. Changes will be made public on the website.

## **Non-Discriminatory Policy**

The Center for Irish music does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, age, marital status, disability, veteran status, national or ethnic origin in administration of its educational policies, admissions policies, financial aid policies and other school-administrated programs, and admits all registered students to all rights, privileges, programs and activities generally accorded or made available through the school.

For additional information, please contact **The Center for Irish Music** directly at **651-815-0083**.



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## Request for Financial Aid - Application

**To be considered for assistance, please complete the following application and attach EITHER proof of eligibility for school lunch programs OR a copy of the first page of your 1040 federal tax form. Please also include a completed current registration form filled out for the term for which you are applying for assistance.** If you do not have some of these documents and would still like to apply for financial aid, please contact the Center. Send in your application to 836 Prior Ave North, Saint Paul, MN 55104. Only the signed original application is valid. Please print or type and complete all sections of the application – ALL SECTIONS ARE REQUIRED. ONE APPLICATION IS REQUIRED FOR EACH CHILD even if they are from the same family.

Date application was submitted to Center for Irish Music: \_\_\_\_\_

### A. Personal Information (all fields required)

Name of Student \_\_\_\_\_

Parent or Guardian Name \_\_\_\_\_

Date of Birth of Applicant \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zipcode \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### B. Classes & Lessons

**Please include a completed registration form with this application.** The accompanying payment is pending until the financial aid committee has responded to your application with a letter.

**Term** (circle one)      **fall**                      **spring**                      **summer**                      **MIM**

**Group class** (any group class EXCEPT for ensembles) Please specify: \_\_\_\_\_

**Ensemble\*** (circle one)

Adult or Young Adult

Beginning children

Intermediate youth

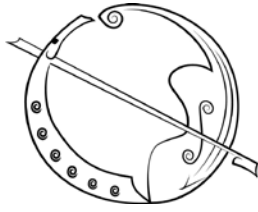
Advanced youth

Principal instrument/s for ensemble: \_\_\_\_\_

*\*All CIM ensembles have private lesson requirements. Please visit our policies page to see what the requirements are for your intended ensemble. We strongly recommend you apply for financial aid for these required private lessons in addition to the ensemble tuition.*

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Dedicated to Handing Down the Tradition  
836 Prior Ave North, Saint Paul, MN 55104  
[www.centerforirishmusic.org](http://www.centerforirishmusic.org)  
admin@centerforirishmusic.org 651-815-0083



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**Private lessons** - Please specify:

Your instrument \_\_\_\_\_

Length of lesson                      30mins                      45mins                      60mins

Frequency of lesson                      Every week                      Every other week

**MIM** (requires its own application even if you have been approved for regular lessons & classes)

Please specify which program Beginner  Teen  Adult  - Indicate which workshops & lectures.

Briefly tell us why you are studying at the Center for Irish Music and explain some of your musical goals and aspirations for the coming year.

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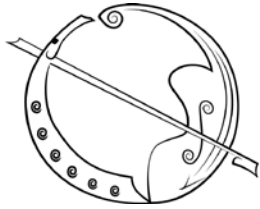
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### C. Income

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: \_\_\_\_\_ US\$

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

Spouses Employer / Profession \_\_\_\_\_

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

*Note: If unemployed, please describe circumstances above. All information provided here is confidential and used only to process your application.*

### D. Agreement

I have read the Financial Aid Program and Policies and understand the commitment I am making by accepting a Center for Irish Music financial aid award.

**Signature of Adult Student or Parent/Guardian (required)** \_\_\_\_\_ **date** \_\_\_\_\_

*Our financial aid philosophy: It is the desire of the Center for Irish Music to make arts instruction available to all students under 18 who want to learn. We ask students who receive aid to maintain 100% attendance at their lessons. This helps develop good practice habits and encourages a positive learning experience.*

If you have questions about proof of income documents or other financial aid related questions, please contact Erika at the Center for Irish Music at 651-815-0083 or at [admin@centerforirishmusic.org](mailto:admin@centerforirishmusic.org). For confidentiality, you may request to have someone from the Board of Director's financial aid committee contact you.

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Have you attached the ORIGINAL signed request for financial aid application?

Yes  No

Have you attached a COPY of Proof of Eligibility for School Lunch Programs or your Federal 1040?

Yes  No

Please send your completed application and ONE proof of income document to:

The Center for Irish Music  
ATTN: Financial Aid Program  
836 Prior Ave North, Saint Paul, MN 55104

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