CENTER FOR ARCHITECTURE

Design Discovery Scholarship Information and Financial Need Form

Scholarship Procedures

The Center for Architecture offers a limited number of **need-based** partial scholarships for our [Design Discovery Programs](). Families are typically asked to contribute a minimum of $10. Priority is given to new applicants.

Applying for a scholarship is a **two-part process** and you must complete both parts for your application to be considered.

Part 1: Register for the program online as a scholarship applicant.

- This part of the process will reserve your spot in the course without any payment at the time of registration.
- To complete the registration, find the program you are interested in and click "register". Select "Scholarship Applicant" as the event pass type and click "register." Proceed to enter all of your registration details. Once you have filled out this form, click "complete registration".
    - o Please Note: If at any point you are prompted to enter payment information, please exit the screen and ensure you have selected "Scholarship Applicant" instead of "Paid Registrant."
- Once you complete the registration, you should see a confirmation screen and receive a confirmation email to the address provided during registration.
- This registration has successfully reserved your spot in the course until the scholarship application deadline.
- Repeat this process for any additional Design Discovery Program scholarships.

Part 2: Submit your Financial Need Form.

- Complete the Financial Need Form which you can find at the bottom of this document, on the program registration page, or in your registration confirmation email.
- Along with the information on the form, you will also need to submit some proof of financial need. For proof of financial need, you can submit your tax return, Medicaid or Child Health Plus Insurance, school financial aid package, etc.
- Email your completed Financial Need Form and proof of financial need to k12education@centerforarchitecture.org prior to the scholarship application deadline listed on the application form.
- You will receive an email once all materials have been received to confirm that your scholarship application is complete.

Please Note:
- You may submit one Financial Need Form for multiple Design Discovery Programs, but you must register online as a scholarship applicant for each program individually.
- Your online registration will hold your spot in the course, but your application will not be complete until you have sent your Financial Need Form and proof of financial need. All forms and supporting materials must be received by the scholarship deadline.
- Scholarship Applications are weighed on their own merit. You are not being evaluated against other students for a spot in the course.
- If you are selected to receive a scholarship, you will be notified by phone or email within two weeks of the due date. At that time balance payment, if any will be due.

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Frequently Asked Questions: Scholarships

Q: How much of the program tuition does a scholarship cover?

A: If you are requesting a full scholarship, we still typically ask that the applicant pay at least $10 for Design Discovery Programs.

Q: I don't have any proof of financial need but we will not be able to afford the full price of the program. Can I still apply for a scholarship?

A: Yes. When you submit your scholarship application please explain your situation and your requested scholarship amount. Be aware that if you are requesting a full scholarship you will be required to submit proof of financial need.

Q: When will I know how much I am awarded for my scholarship?

A: Within two-weeks of the scholarship deadline, you will be sent an email stating your award amount with instructions on how to pay the remaining balance.

Q: If a program is sold out, can I still apply as a scholarship applicant?

A: Unfortunately, no. Our registration period is the same for all students and once a course is full, we cannot accept any further applicants. If you are interested in being added to the waitlist for a course as a scholarship applicant, please email k12education@centerforarchitecture.org. In the email state your name, email, phone number, which program you would like to join the waitlist for, and the fact that you would like to apply as a scholarship applicant. Please also submit your financial need form and proof of financial need. If a spot becomes available in the course, and there are still scholarship funds available, we will then be able to offer you the spot in the course and give you your scholarship award information at the same time.

Q: How many Design Discovery scholarships can I apply for?

A: You may apply as a scholarship applicant for all Design Discovery Programs, however priority is given to new applicants.

Further questions?

Please email k12education@centerforarchitecture.org or call (212) 358-6133

CENTER FOR ARCHITECTURE

Spring 2020

Design Discovery Financial Need Form

The Center for Architecture offers a limited number of need-based partial scholarships to our programs. Priority is given to new applicants. *To apply for a scholarship, 1) Register online at www.centerforarchitecture.org/k12 as a "Scholarship Applicant" 2) Send this completed financial need form along with proof of financial need (e.g. tax return, Medicaid or Child Health Plus Insurance, school financial aid package etc.) to:*

Center for Architecture
Attn: Design Discovery
536 LaGuardia Place
New York, NY 10012
Fax (212) 358-6133
k12education@centerforarchitecture.org

Scholarship applications must be submitted by the following dates to be considered:

Deadline: December 28th for January program
Deadline: January 25th for February program
Deadline: February 15th for March program
Deadline: March 14th for April program
Deadline: April 11th for May program

All materials will be treated confidentially. If you are selected to receive a scholarship, you will be notified by phone or email within two weeks of the due date. At that time, balance payment, if any, will be due. Applicants are normally required to contribute a minimum of $10.

Student's Name _____
School _____ Grade _____
Parent/Guardian's name _____
Address _____
Phone _____ Email _____
Signature _____ Date _____

Program(s) you are applying for: **Scholarship Amount requested:**

☐ January 18, 2020: Green Design Challenge   _____
☐ February 15, 2020: Aquatecture: Designing for Rising Seas   _____
☐ March 7, 2020: Bioinspired Design   _____
☐ April 4, 2020: Tree House Design   _____
☐ May 2, 2020: Greening the City: Landscape Design   _____

Statement of Need
Please explain your need for the scholarship. Attach an additional sheet if needed. You must also submit *proof of financial need,* such as your tax return, Medicaid or Child Health Plus Insurance, school financial aid package, etc.

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