

Scholarship Procedures

The Center for Architecture offers a limited number of **need-based** partial scholarships for our [After-School](#), [Design Discovery](#), [Vacation](#), and [Summer](#) Programs. Families are typically asked to contribute approximately 25% of the total program cost. Students are normally limited to two program scholarships per season (fall, winter, and spring) and one program scholarship per summer. 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 “Design Discovery 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 child's spot in the course until the scholarship application deadline.
- Repeat this process for any additional children applying for a scholarship.

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 statement of need on the Financial Need Form, you will also need to submit your most recent tax return as proof of financial need.
- Email your completed Financial Need Form and proof of financial need to k12education@centerforarchitecture.org prior to the scholarship application deadline listed on the website.
- You will receive an email once all materials have been received to confirm that your scholarship application is complete.

Please Note:

- 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 documents 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 email within one week of the due date. At that time balance payment will be due.

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 contribute approximately 25% of the total program cost
- Q:** I am unable to submit my most recent tax return, 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 Financial Need Form please explain your situation, list your requested scholarship amount, and attach an alternate proof of financial need (e.g. Medicaid or Child Health Plus Insurance, SNAP benefit card, school financial aid package etc.) Be aware that if you are requesting a full scholarship you will need to submit proof of financial need beyond the statement on the Financial Need Form.
- Q:** When will I know how much I am awarded for my scholarship?
- A:** Within one week 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.

Further questions?

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

2022 - 2023

Design Discovery Programs 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 your child online at www.centerforarchitecture.org/k12 as a "Scholarship Applicant" 2) Send this completed form along with your most recent tax return or alternate proof of financial need (e.g. Medicaid or Child Health Plus Insurance, SNAP benefit card, school financial aid package etc.) to:*

Center for Architecture
k12education@centerforarchitecture.org
Fax (212) 358-6133

All materials must be submitted by the scholarship application deadline to be considered. Please check the program details on the website for application deadlines.

All materials will be treated confidentially. If you are selected to receive a scholarship, you will be notified by phone or email within one week of the due date. At that time, the balance payment will be due. Applicants are normally required to contribute approximately 25% of the total program cost.

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

Program(s) you are applying for:

Program Name: _____
Program Date: _____
Program Cost: _____
Scholarship Amount Requested: _____

Program Name: _____
Program Date: _____
Program Cost: _____
Scholarship Amount Requested: _____

Statement of Need

Please explain your need for the scholarship. Attach an additional sheet if needed. You must also submit your most recent tax return or alternate proof of financial need (eg. Medicaid or Child Health Plus Insurance, SNAP benefit card, school financial aid package, etc.)