CENTER FOR ARCHITECTURE

2023 Summer Programs Scholarship Information and Financial Need Form

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 limited to two program scholarships 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 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 "Summer 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 "Summer Scholarship Applicant" ONLY and not "Summer Program 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 May 1st scholarship application deadline.
- Repeat this process for any additional children applying for a scholarship.

Part 2: Submit your Financial Need Form and proof of financial need via email.

- 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 tax return to k12education@centerforarchitecture.org prior to the May 1st scholarship application deadline.
- You will receive an email once all materials have been processed 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 by May 15th. At that time, balance payment 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 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 in the Statement of Need field, 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: How many Summer Program scholarships can I apply for?

A: Due to the high number of scholarships requests for Summer Programs, we can only accommodate two scholarships per child each summer. If you register for more than two programs as a scholarship applicant, you will be contacted to select your top choices, and your registration in any additional programs will be canceled.

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 register for the waitlist(s) you are interested in using the link on the website. Then email k12education@centerforarchitecture.org to submit your Financial Need Form, proof of financial need, and a list of programs you are on the waitlist for. 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.

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2023 Summer 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/summer as a "Summer Scholarship Applicant" 2) Send this completed form along with your most recent tax return* to:

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

*If you are unable to submit a tax return, please note that in the statement and submit an alternate proof of financial need (eg. Medicaid or Child Health Plus Insurance, SNAP benefit card, school financial aid package, etc.)

All materials must be submitted by the scholarship application deadline to be considered.

Deadline: May 1st

All materials will be treated confidentially. If you are selected to receive a scholarship, you will be notified by email within two weeks of the scholarship deadline. At that time, 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 (maximum of 2 per student):

Program Name:_____ **Dates:** _____ **Scholarship Amount requested:**_____

Program Name:_____ **Dates:** _____ **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. *If you are unable to submit a tax return, please note that in the statement and submit an alternate proof of financial need (eg. Medicaid or Child Health Plus Insurance, SNAP benefit card, school financial aid package, etc.)*