

Cultural Art Center Application for Class Fee Assistance

*Make sure to fully read the policy pages at the end of the application.

OFFICE USE: Date application received _____

NEW STUDENT CURRENTLY ENROLLED RETURNING STUDENT

Name _____

Mailing Address _____

City _____ Zip _____

Home Phone _____ Cell _____

Email _____

Have you taken a class at the Cultural Arts Center? YES NO How many terms? _____

I am currently enrolled in: _____ Instructor: _____

Applicant signature _____ Date _____

Answer the questions in the space provided below. You may use the other side of the paper, if necessary.

1. Intent: What personal artistic goals would class fee assistance help you achieve? Please be specific.

2. Please explain your financial challenges or other supporting information that would make you a candidate for class fee assistance.

The following section is not required.

INSTRUCTOR Section: If applicable, please provide additional information in support of applicant.

Instructor signature _____ Date _____

Cultural Arts Center Class Fee Assistance Policy

The Cultural Art Center offers scholarships and fee assistance to those demonstrating both financial need and creative potential. We believe that all students should have the opportunity to pursue their creative interests, whatever their financial means.

Class Fee Assistance- may be initiated by a Student or an Instructor

1. Current CAC Student:

To be awarded to a current student who has taken at least 1 term & would like to continue but demonstrates financial challenges.

Requirements:

- a. Fully complete submission form
- b. Submit Post-term assessment with images of works created within 60 days of end of class term.

2. New Student:

To be awarded to someone who has never taken a class at the CAC

Requirements:

- a. Fully complete submission form
- b. Submit Post-term assessment with images of works created within 60 days of end of class term.

Submission Procedure:

Completed application must be received by the Front Desk at least 3 weeks prior to the beginning of registration.

A calendar of due dates will be available online and in the packet.

Review Procedure:

The administrative staff (consisting of the CAC Arts Administrator and Assistant Arts administrator) will meet 2 weeks prior to registration to review applicants' packets and vote. FCAC board members are encouraged to attend the meeting.

Per the results of the meeting vote, CAC Arts Administrator has the authority to grant up to 5 award letters for each review period. Award letters will go out 1 week prior to registration.

Scholarship Decisions:

Each scholarship applicant is evaluated by a CAC panel whose decisions are based on a combination of available scholarship funds, the applicant's stated financial need, the applicant's completed application and/or instructor recommendation.

Sustainability:

CAC will fund up to 5 awards per class term for a maximum total of 30 scholarships granted per calendar year (providing these funds and the applications exist). Awards need not represent every category.

Mode of Granting:

An award letter granting one 8-week term + associated lab fees (\$58/\$65 class fee & up to \$30 lab fee) with the stipulation it be used for a specific class (identified in application) & with an expiration date 90 days from date of issue. Recipient must contact Assistant Arts Administrator to register for their awarded class. Recipients may not register online for class.

Limitations & Liability:

- Students cannot receive more than 1 award per calendar year, regardless of the type.
- Award recipients are responsible for all other expenses incurred in conjunction with their class enrollment including class supplies.
- Completed Assessment with images of works produced during awarded course due no later than 60 days after course ends
- Assessment /images can be handwritten/printed and delivered to Front Desk OR digital and emailed to Administrative Staff.
- Failure to complete this component of the requirement removes student from any future CAC student scholarship/financial aid eligibility.