

West Shore Child Care Center Tuition Assistance Fund Guidelines

The United Way money, along with other anonymous donations, received each year at West Shore Child Care Center will be set aside and used as a tuition assistance fund to aid families in an emergency situation and who show a willingness to volunteer their time to benefit the Center. This money may not be used to help families pay their co-payments who are enrolled in the Ohio Department of Job and Family Services Child Care Assistance program.

A family interested in receiving assistance toward their child's tuition will fill out the application form and submit it to the director of the center.

The director of the center will forward all applications to the Tuition Assistance committee. This group, formerly known as the Scholarship Committee, will be made up of one church member and one parent member of the WSCCC Administrative board.

The Assistance Committee determines which application to present to the Administrative Board for final approval.

The Assistance Committee will make this determination based upon the following criteria:

- Reason the family is applying for assistance
- Past volunteer effort by the applicant
- The applicant's willingness to volunteer his/her time to benefit the center

Applications for tuition assistance can be submitted at any time to the director. Funds will be disbursed on a case-by-case nature.

All financial assistance will be applied in this manner:

- To any past due or outstanding charges
- To any current charges due at the time assistance is granted
- Towards future charges in a lump-sum or incremental amounts

Any funds not used by the family are forfeit if the child(ren) leave the center.

(revised 1/20/04)

**WEST SHORE CHILD CARE CENTER
Tuition Assistance Fund Application**

Name		
Child's Name	Room(s) of Child(ren)	
Street Address		
City	State	Zip
Home Phone	Work Phone	

Briefly describe your reason for applying for Tuition Assistance:

Please describe any previous volunteer work done at the Center:

Are you able to provide any volunteer time to the Center during the Tuition Assistance period? If so, please list times available:

- Please give the completed application to the Director, who will submit it to the Assistance Committee of the Administrative Board for review.