



THE CENTER FOR IRISH MUSIC

Financial Aid Program and Policies

As part of The Center for Irish Music's mission as a non-profit community music school, we make every effort to keep music classes and lessons affordable and easily accessible. The Center's Financial Aid Program was created specifically for the purpose of assisting individuals and families with demonstrated economic need.

The information below should help to answer most questions regarding the Center for Irish Music's financial aid program. However, for additional information, please contact Erika Nelson at the Center directly at **651-815-0083**.

Eligibility

Any individual may apply for financial aid, though preference may be given to students under the age of 18. Applications must be legibly printed in ink or typewritten and must be signed by a parent or legal guardian. Applications received are held for review until the next Financial Aid Committee meeting. A student can begin lessons at the Center while their financial aid application is pending, however, all fees will be charged at the regular class/lesson rate. If multiple family members are applying for aid, an application must be filled out for each student.

Privacy

Every effort is made to protect the privacy of the individual/family applying for financial aid. Upon receiving applications, all personal information is removed and the application itself is given a code number as it is reviewed.

Application process

All requests for tuition assistance require 2 pieces of information:

- A completed Request for Financial Aid Application form.

And ONE of the following:

- Proof of eligibility for school lunch programs

OR

- A copy of the first two pages of the applicant family's most recent Form 1040 tax return.

These two pieces of application information can be sent via U.S. mail to 836 Prior Avenue North Saint Paul MN 55104 and must be postmarked by the deadlines listed below. Applications received after the posted deadlines will be held for review at the next financial aid committee meeting. Incomplete applications will not be reviewed until both pieces of information are submitted. Students who are awarded financial aid in the Fall term must contact administration via email before the financial aid deadline for the following terms to clarify intended enrolment in order to be considered for a continuation of financial aid.

Committee Review Process

The Center for Irish Music's Board of Directors has designed a Financial Aid Committee that reviews all applications. Awards are made primarily on the basis of need until available funding limits have been reached.

Deadlines for applications for tuition assistance are as follows:

- August 15 (Fall term)
- December 15 (Winter/Spring term)
- May 15 (Summer term & Minnesota Irish Music Weekend)



Notification of Awards/Denials

Notification of a financial aid award/denial will usually be made through a letter or email to the individual or family within two weeks after the Financial Aid Committee meets. A letter or email detailing the percentage of tuition assistance and terms for paying the remaining balance of the amount owed will be outlined.

Amount of Award

Center for Irish Music Financial Aid:

Contingent on available funds, the Center's Financial Aid Committee can provide between a 15-40% discount off of the regular tuition amount. The remaining balance owed by an individual/family must be paid per the CIM payment plans.

Minnesota Irish Musicians Weekend Aid:

Financial aid is available to help offset the cost of tuition for the Minnesota Irish Musicians Weekend. These tuition awards cover classes, ceili and concert, but do not cover the cost of lodging, transportation or meals during the weekend.

Renewals and Reapplication Requirement

All Center for Irish Music financial aid recipients will be required to reapply for consideration on an annual basis, by August 15 of each year. This will involve completion of the application for assistance and a review of the student's progress to date. Awards levels are reviewed and adjusted both by term and annually, based on the volume of applications and changes to family income levels.

Students who are awarded financial aid in the Fall term must contact administration via email before the financial aid deadline for the following terms to clarify intended enrolment in order to be considered for a continuation of financial aid.

Financial Aid can be renewed as long as the student continues to make diligent efforts in his/her musical studies. While receiving aid, students are required to attend classes regularly and perform at each CIM recital. Failure to do so will jeopardize renewal of assistance. Failure to make payments on time on the remaining balance owed will also jeopardize future financial aid consideration.

Changes in Financial Aid Policies and Procedures

The Center reserves the right to amend any of its financial aid policies and procedures at any time through action by its Board of Directors and the Center's Financial Aid Committee. Changes will be made public on the website.

Non-Discriminatory Policy

The Center for Irish music does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, age, marital status, disability, veteran status, national or ethnic origin in administration of its educational policies, admissions policies, financial aid policies and other school-administrated programs, and admits all registered students to all rights, privileges, programs and activities generally accorded or made available through the school.

For additional information, please contact **The Center for Irish Music** directly at **651-815-0083**.



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Request for Financial Aid

To be considered for assistance, please complete the following application and attach EITHER proof of eligibility for school lunch programs OR a copy of the first page of your 1040 federal tax form. If you do not have some of these documents and would still like to apply for financial aid, please contact the Center. Send in your application to 836 Prior Ave North, Saint Paul, MN 55104. Only the signed original application is valid. Please print or type and complete all sections of the application – ALL SECTIONS ARE REQUIRED. ONE APPLICATION IS REQUIRED FOR EACH CHILD even if they are from the same family.

Date application was submitted to Center for Irish Music: _____

A. Personal Information (all fields required)

Name of Student _____

Parent or Guardian Name _____

Date of Birth of Applicant _____

Street Address _____

City, State, Zipcode _____

Phone _____

Email _____

B. Classes

Please include a completed registration form with this application. The accompanying payment is pending until the financial aid committee has responded to your application with a letter.

Which term **fall** **winter/spring** **summer**

Group class Please specify:

Class & your instrument(s) _____

Private lessons Please specify:

Your instrument _____

Length of lesson 30mins 45mins 60mins

MIM (requires its own application even if you have been approved for regular lessons & classes)

Please specify which program Beginner Teen Adult - Indicate which workshops & lectures.



Briefly tell us why you are studying at the Center for Irish Music and explain some of your musical goals and aspirations for the coming year.



C. Income

Are there special circumstances that affect income as it is reflected in your proof of income? Please include student loans, familial support, child support, etc. _____

Please list your annual household income here. Include all contributors: _____ US\$ _____

Your Employer / Profession _____

Spouses Employer / Profession _____

Total Number of Dependents _____

Note: If unemployed, please describe circumstances above. All information provided here is confidential and used only to process your application.

D. Agreement

I have read the Financial Aid Program and Policies and understand the commitment I am making by accepting a Center for Irish Music financial aid award.

Signature of Parent or Guardian (required) _____ **date** _____

Our financial aid philosophy: It is the desire of the Center for Irish Music to make arts instruction available to all students who want to learn. We ask students who receive aid to maintain 100% attendance at their lessons. This helps develop good practice habits and encourages a positive learning experience.

If you have questions about proof of income documents or other financial aid related questions, please contact Erika at the Center for Irish Music at 651-815-0083 or at admin@centerforirishmusic.org. For confidentiality, you may request to have someone from the Board of Director’s financial aid committee contact you.

Have you attached the ORIGINAL signed request for financial aid application?

Yes No

Have you attached a COPY of Proof of Eligibility for School Lunch Programs or your Federal 1040?

Yes No

Please send your completed application and ONE proof of income document to:

The Center for Irish Music
ATTN: Financial Aid Program
836 Prior Ave North, Saint Paul, MN 55104

Dedicated to Handing Down the Tradition
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www.centerforirishmusic.org
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