



## 2017-2018 Tuition Assistance Application Instructions

Chicago Center for Music Education is pleased to be able to offer tuition assistance in order to make our programming more accessible to families. If you wish to apply for tuition assistance for the 2017-18 school year, please follow these instructions:

1. Complete a copy of the application form on the next page.
2. Attach a copy of the first page of your *2016 Federal 1040 Tax Return* to the application form. If necessary, attach a letter describing any special circumstances that impact your family's need for tuition assistance.
3. Preferred method is to return your completed application and all supplemental documents to ChiME via email to [Jhalco@chimemusic.org](mailto:Jhalco@chimemusic.org) with the subject line Tuition Assistance Application - *Family Name*.

If you are unable to scan your documents, please bring or mail them to ChiME in a sealed envelope addressed as follows:

Chicago Center for Music Education  
Attn.: Business Manager  
1148 W Chicago Ave  
Chicago, IL 60642

### Additional Information

- Please submit your application as soon as possible to ensure the best possible chance to receive tuition assistance. **Applications will be processed on a first-come, first-served basis until funds run out.**
- **Please note:** Any outstanding balances must be paid in full before we can process your tuition assistance application for the 2017-18 school year.
- It is our goal to have a response to you within one week from receipt of all your documentation. Please do not hesitate to contact ChiME at (312) 738-2646 if you have any questions.



# ChiME

Chicago Center  
for Music Education

## 2017-18 Tuition Assistance Application

Student 1		Student 2	
Name		Name	
Age		Age	
Instrument		Instrument	
Anticipated classes/lessons		Anticipated classes/lessons	
Student 3		Student 4	
Name		Name	
Age		Age	
Instrument		Instrument	
Anticipated classes/lessons		Anticipated classes/lessons	

Parent/Guardian 1		Parent/Guardian 2	
Name		Name	
Employer/Title		Employer/Title	
Employer Address		Employer Address	
Employer Phone		Employer Phone	

Annual Gross Income (before taxes and FICA)		Expected <b>Exceptional</b> Expenses (for coming year)	
Head of Household	\$	Medical/ Dental (not covered by insurance)	\$
Spouse's Earnings	\$	Support of children in school or college (actual cost)	\$
Alimony/child support	\$	Alimony and/or child support	\$
Other income (including children's)	\$	Other exceptional expenses: Explain:	\$
		Mortgage/ rent (annual)	\$
Total:		Total:	

Assets	
Checking Account Balance	\$
Savings Account Balance	\$
Value of Real Estate	\$
Financial Assets (Stocks, Bonds, Mutual Funds)	\$
Other Financial Assets:	\$

Additional Information:

- Total number of dependent children in family: \_\_\_\_\_.
- To complete your application, please attach a copy of your *2016 Federal 1040 Tax Return*.
- [Please attach a description of any special circumstances that impact your need for tuition assistance.](#)

To the best of my knowledge, the information I have provided on this application is accurate.

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_