



2024-2025 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 2024-2025 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 2023 Federal 1040 Tax Return to the application form.** If there are any special circumstances that impact your family's need for tuition assistance, please attach a letter explaining the situation and describing the impact.
3. Preferred method is to return your completed application and all supplemental documents to ChiME via email to Finance@chimemusic.org with the subject line Tuition Assistance Application – *Family Name*.

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

Chicago Center for Music Education

Attn.: Finance Department -
Confidential
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 2024-2025 school year.
- It is our goal to have a prompt response to you following receipt of **all** your documentation. Please do not hesitate to contact ChiME at (312) 738-2646 and leave a message if you have any questions.



2024-25 Tuition Assistance Application

Main contact name: _____

Main Contact Email: _____

Student 1		Student 2	
Name		Name	
Date of Birth		Date of Birth	
Instrument		Instrument	
Anticipated classes/lessons		Anticipated classes/lessons	
Student 3		Student 4	
Name		Name	
Date of Birth		Date of Birth	
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 Exceptional 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 received	\$	Mortgage/ rent (annual)	\$
Other income (including unemployment benefits)	\$	Other exceptional expenses (explain)	\$
			\$
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 *2023 Federal 1040 Tax Return*. • [Please attach a description of any special circumstances that may influence 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** _____