****

**Preschool Scholarship Application Guidelines**

HSDC provides financial assistance to families that might not otherwise be able to afford the services we offer. Assistance is granted in the form of partial scholarships, contingent upon availability of funds.

**Eligibility & Priority Criteria**

1. Strong preference is given to families that meet the Income Eligibility Criteria as listed below.
2. Special needs (as described in the application) are also considered and given priority.
3. A complete application and required documentation must be submitted.
4. Amount awarded considered after other funding sources are exhausted or applied.

**Income Eligibility Criteria**

HSDC uses the Federal Poverty Guidelines to determine eligibility. Preference will be given to households living below 300% of the federal poverty line.

2018 Income Eligibility Requirements

|  |  |  |
| --- | --- | --- |
| Persons in Household | Max Household Yearly Income – 300% | Max Household Monthly Income |
| 2 | $49,380 | $4,115 |
| 3 | $62,340 | $5,195 |
| 4 | $75,300 | $6,275 |
| 5 | $88,260 | $7,355 |
| 6 | $101,220 | $8,435 |
| 7 | $114,180 | $9,515 |
| 8 | $127,140 | $10,595 |

**Procedure**

1. Complete application and submit with required documentation. Refer to the Application Deadline (listed below).
2. If you are awarded a scholarship, you will receive a letter of approval that outlines the details, including amount and duration. Refer to the Application Review Dates and Decision Letters Distributed dates (listed below).
3. You may re-apply for the Scholarship Program as long as you continue to meet the eligibility requirements; however, there is no guarantee that a scholarship will be renewed. You must submit a form each quarter.

**Availability**

* Scholarship funds are limited and may vary across award cycles.
* Meeting the eligibility requirements above does not guarantee that a scholarship will be available.
* To support as many families as possible, we may only award partial scholarships, which may vary in duration.
* You will be invoiced monthly for any remaining tuition. Payment plans may be set-up through the Education Program Coordinator and/or the Director of Operations.
* Any past due tuition amount will cause the scholarship to be cancelled unless a prior written arrangement with the Education Director has been arranged.

**Scholarship Application Deadlines**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Fall 2018** | **Winter 2019** | **Spring 2019** |
| **Application Deadline** | September 21 | December 12 | March 8 |
| **Decision Letters Sent** | October 3 | December 21 | March 20 |