

**Brown/Fox Point Early Childhood Education Center**  
**2018 Financial Aid Application**  
**Due: Thursday March 15, 2018**

**Application Instructions and Confidentiality Policy**

Brown/Fox Point is committed to providing financial aid to support working families. All parents/guardians of the child must be working to be eligible. The Financial Aid committee (consisting of board members who are not currently enrolled parents) determines the amount of aid to be offered in the form of a direct tuition reduction. If your family's gross (pre-tax, pre-deduction) annual income is approximately \$100,000 or less, we encourage you to apply for aid. There is no application fee.

We use the information on these forms solely to determine your eligibility for financial aid and will keep it strictly confidential, with only the Executive Director and the Assistant Director (Heather Webster and Donna Theriault) seeing this completed form. They prepare an anonymous report for the financial aid committee, including pages 3-4 of this form and any cover letter you provide, with all identifying information removed. Soon after the application deadline, the financial aid committee reviews each anonymous application and determines financial aid awards. Announcements of awards and terms are sent out via email.

Please note:

- Every family is required to reapply for financial aid annually, with new application forms and documentation.
- While full scholarships are not available through our financial aid process, we accept payments from Rhode Island's Child Care Assistance Program (CCAP) through the Department of Human Services, which provides tuition support for eligible families. If approved, your family does not need to apply for financial aid from B/FP; just call us with your DHS certificate number. Contact DHS for more information at (401) 462-5300.
- Please provide your *gross* income and expense information as *monthly* amounts.
- Please submit only the financial information and documentation requested by the form. Staff may request additional written information or clarification to share with the financial aid committee.
- If your situation has changed after applying and you can provide accompanying documentation to that effect, you may appeal the committee's decision by reapplying in full.

If you have any questions, please call Brown/Fox Point at (401) 521-5460 to speak to Heather or Donna or email them at [info@brownfoxpoint.org](mailto:info@brownfoxpoint.org).

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**Documentation Checklist and Signature Certification**

Documentation Checklist

Please submit both a completed form and the following documents:

- Completed 2017 tax return including W-2s, 1099s, and relevant schedules;
- The two most recent pay stubs for each employed parent or guardian;
- If self-employed, documentation of regular income and your most recent application for any credit, loans, and/or other funding;
- If a student, a copy of your current schedule and planned fall schedule, a description of your degree/field, your expected date of graduation, and your expected income upon graduation and employment;
- Documentation of all other forms of income (including student loans, family assistance, child support, employer contributions, etc.).

If your situation is characterized by unique or temporary financial situations, self-employment or business income, or other unusual details, you are also encouraged to provide an anonymous letter detailing additional information you wish the financial aid committee to consider. *Please omit all identifying elements from any such letter.*

Signature Certification

We declare that the information provided on this form is, to the best of our knowledge, true, complete, and accurate. We agree to inform the Center if our income increases or our expenses decrease by more than 5% at any time from the present through the duration of the period covered by any financial aid award.

Signed: \_\_\_\_\_ date \_\_\_\_\_  
Parent/Guardian 1

Signed: \_\_\_\_\_ date \_\_\_\_\_  
Parent/Guardian 2

## Family Information

	Parent 1	Parent 2
Name	_____	_____
Street	_____	_____
City and State	_____	_____
Home Phone	_____	_____
Cell Phone	_____	_____
Email Address	_____	_____
Marital status	_____	_____
Occupation/Position	_____	_____
Hours Worked/Week	_____	_____
Place of Employment	_____	_____
Business Address	_____	_____
	_____	_____
Work Phone	_____	_____

*\*\* If parents do not live together and share financial obligations, describe details of that support in an anonymous cover letter.*

Please list all children, from oldest to youngest, including the child/children for whom you are requesting aid. Include children who do not live at home with you.

	Child 1	Child 2	Child 3
Name	_____	_____	_____
Date of Birth	_____	_____	_____
Present Grade	_____	_____	_____
Present Tuition	_____	_____	_____
Present School	_____	_____	_____
School Next Year	_____	_____	_____
Residence	_____	_____	_____

*\*\* If you provide support for other individuals, describe detailed information of that support in an anonymous cover letter.*



**Financial Information B**

**Current Assets**

Current balance in all bank accounts: Savings \$ \_\_\_\_\_  
    Checking \$ \_\_\_\_\_  
    Certificates of Deposit \$ \_\_\_\_\_  
Retirement, 401(k), 403(b), IRA, etc. accounts \$ \_\_\_\_\_  
Current value of stocks, bonds and other securities \$ \_\_\_\_\_

If you own your home: year of purchase \_\_\_\_\_ & price paid \$ \_\_\_\_\_  
    Present market value of your home \$ \_\_\_\_\_  
    Principal still owed on your home \$ \_\_\_\_\_

Do you own all, part of a share of a second or vacation home? yes / no

*\*\* All real estate other than primary family residence must be described in detail in an anonymous cover letter.*

Market value of business assets \$ \_\_\_\_\_

Do you own an in-home or out-of-home business or work as a consultant? yes / no

*\*\* All business assets must be described in detail in an anonymous cover letter.*

Value of other assets of which you or your children are beneficiaries \$ \_\_\_\_\_

Automobiles:

1. Make \_\_\_\_\_ Year \_\_\_\_\_ Market Value: \$ \_\_\_\_\_

2. Make \_\_\_\_\_ Year \_\_\_\_\_ Market Value: \$ \_\_\_\_\_

Other Assets:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total value of assets** \$ \_\_\_\_\_