

Scholarship Application Procedures/Administrative Policy

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(SJA)

Department:	Finance
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I. Purpose:

The purpose of this policy is to clearly state who can apply for scholarship assistance for childcare services at the Early Childhood Education Center and when the scholarship may become effective.

II. Objective:

The objective of the policy is to ensure that the scholarship program is administered in a fair and consistent manner.


III. Procedures

- A. Parents learn about the scholarship program from the Admissions Coordinator at the time they enroll their child(ren) in the Early Childhood Education Center of St. Joseph.
- B. Any parent may request and obtain an application from the Admissions Coordinator, from the receptionist at the front desk or online from the St. Joseph Academy website.
- C. The completed application and all requested information is to be returned to the Scholarship Coordinator/Mission Leader or the Finance Director
- D. The scholarship review committee consisting of the Scholarship Coordinator/Mission Leader, Finance Director, Admissions Coordinator and Billing Specialist, ordinarily meets once per month to review applications.
- E. A family must be enrolled at least one month with a positive history of paying fees on time, and the children must be in attendance for at least one month to be eligible to receive a scholarship.
- F. The maximum scholarship that can be offered is 45% of weekly fees.

Scholarship funds are raised solely through donations to and fundraising efforts.

- G. Following the review by the scholarship committee, all applicants are notified in writing with a letter outlining the decision of the committee. If approved, the letter states the beginning and ending dates that the scholarship will be in effect.
- H. Scholarships are dependent upon donated funds received and the number of applicants. To accumulate funds, the scholarship program may need to be suspended for a time.
- I. Families that have received scholarship assistance for more than 1 year will be eligible to receive up to 40% of their childcare fees if they re-apply for assistance.

As of January 1, 2012, families that have received scholarship assistance for 2 years or more will be eligible to receive up to 30% of their childcare fees if they re-apply for assistance.

Approved by: 
Director of Finance

Date: 1/15/2021

Approved by: 
Chief Executive Officer

Date: 1/15/2021