

## **Financial Aid Application Information Letter (YP packet)**

### ***How do I apply for financial aid?***

Financial aid for Adult and Young Peoples programs are available at the front desk at Creative Arts Workshop. Digital copies may be emailed through the Registrar by request. When retrieving your application, be sure your Adult and/or YP Scholarship application(s) include the following:

1. The “*Creative Arts Workshop – Information Letter*” stating the process and fees, and other helpful details to keep in mind. **Please keep this for your records.**
2. One application per adult/child. If there is more than one child in the family, the parent must fill out one for each child. Applicants under 17 must receive the YP version of our scholarship application.)

**Please note:** **Financial aid applicants should not register online to be considered by the committee.** Each applicant’s financial aid application fee (\$25) holds his or her spot in the class while in review by the committee.

**Applicants with outstanding balances will not be eligible to receive assistance and register for future courses until it is paid in full.**

**A deadline will be posted on our website at [www.creativeartsworkshop.org](http://www.creativeartsworkshop.org) and registration site.** Applications received after this date will affect the total award available or overall eligibility. No preference will be given based on the order in which the applications are received.

### **The application procedure and review period: *What happens next?***

- When submitting an application, be sure to include your completed application(s) and payment in a sealed envelope. **Payments must be made to CAW by check or cash.** If you do not have an envelope, an Ambassador will provide one for you.
- All applications must be completed thoroughly. Incomplete applications will delay the reviewing process. Applicants will be notified to retrieve their application to complete missing items to be considered.
- Submitted applications will be processed into our registration system with the applicant’s first choice depending on the class’s status. **The \$25 will count toward their tuition and serve as a deposit. Applications without the fee will not be processed.** Applicants do not need to register online to secure their seat.

- An award letter to each applicant informing his or her status in addition to a follow up call will be made before the start of his or her course. This letter will include what CAW will cover, application fee, and the remaining balance due. Thereafter, the applicant is required to notify the Registrar if they wish to accept or decline the award via email or phone.

***Okay, I've submitted my application to the front desk. What else should I know?***

- **CAW will graciously offer all applicants up to at least half the tuition for their desired course.** In order to accommodate more students with need, larger assistance and scholarships may be considered.

The following full Scholarships are also available:

**Rachel M. Beamon Scholarship:** *Full scholarship for a term for a minority inner-city child with artistic potential.*

**Founders Scholarship:** *Full scholarship for a term for an adult or child who has an interest in exploring the arts.*

**Regina Franco Scholarship:** *Full scholarship given to a child who is a student in the New Haven Public Schools. Recommendations from school teachers encouraged.*

**Geoffrey Glaser Scholarship:** *Full scholarship for a child for a term.*

**Merry Jane Kravitt Memorial Scholarship:** *Full scholarship for two terms for students who show outstanding potential in any category. Selection based on need, talent, and sincerity of purpose. An interview and review of applicant's work are required.*

**Ann P. and Albert Lehman Scholarship:** *Full cost for one term in sculpture. An interview and review of applicant's work may be requested.*

**Hilda P. Levy Memorial Scholarship:** *Full scholarship for a term. Selection is based on need, talent, and sincerity of purpose.*

**Deborah Weaver Scholarship:** *Full scholarship for a term for child based on need, talent and sincere interest.*

- **Registration is based on first choice or enrollment.** Listing more than one class in your options is strongly recommended to ensure the applicant gets the most of their experience at Creative Arts Workshop.
- **Unused tuition assistance cannot be deferred to a later term.** If the applicant chooses to decline their award, they will have to reapply for financial aid the next term. The \$25 may be refunded or issued as a tuition credit to be used for up to year.
- The applicant may also kindly *"Pay It Forward"*, which will allow future applicants access to classes at CAW or as a donation. (A thank you letter will be sent acknowledging their generosity to the applicant's address provided on their forms.)

- Annual gross household income, number of members in household, and an in-depth description of need will be given the most weight when the Financial Aid and Scholarship Committee meets to determine who will be awarded aid. If multiple applicants have equal need, then a lottery system will be used.
- **Applicants are expected to attend class regularly and will be evaluated at the end of each semester to ensure that they are utilizing this opportunity.** Future eligibility will be dependent upon this information.
- **Volunteering your time in exchange for assistance is not required.** If you are interested in doing more to be a part of the team, please feel free to contact us or fill out your availability at the end of the application!

If you have any questions about the new process, please call CAW at 562-4927 and ask for Katrina Goldburn, Registrar. You may also email questions to [Katrina@cawmail.org](mailto:Katrina@cawmail.org).

Thank you,

*Financial Aid and Scholarship Committee*  
**Creative Arts Workshop**

# CREATIVE ARTS WORKSHOP

a community art school

## FINANCIAL AID APPLICATION

YOUNG PEOPLE

DO NOT FILL IN THIS BOX --- FOR OFFICE USE ONLY

Term/Year \_\_\_\_\_ Tuition: \$ \_\_\_\_\_  
Received: \_\_\_/\_\_\_/\_\_\_ Award: \$ \_\_\_\_\_  
Letter Sent  Paid: \$ \_\_\_\_\_  
Registered  Due: \$ \_\_\_\_\_

### RECIPIENT INFORMATION

Student's **FIRST & LAST** Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

Current Grade: \_\_\_\_\_ School: \_\_\_\_\_

Gender:  Female  Male **Is student/family a CAW member?**  Yes  No

#### What course(s) are you considering for your child this term?

1<sup>st</sup> choice: \_\_\_\_\_  
Course Name/Section Instructor Last Name Meeting Date & Time

2<sup>nd</sup> choice: \_\_\_\_\_  
Course Name/Section Instructor Last Name Meeting Date & Time

### PARENT/GUARDIAN CONTACT INFORMATION

Parent/Guardian name: \_\_\_\_\_  
First & Last Name

Address: \_\_\_\_\_  
Street City State Zip Code

Email address of Parent/Guardian: \_\_\_\_\_ Eve Phone #: \_\_\_\_\_  
Day Phone #: \_\_\_\_\_

Has student received assistance from CAW in the past?  Yes  No

*If yes, please answer with the most recent information.*

Semester:  Winter  Spring  Summer  Fall Course Title: \_\_\_\_\_

Year: \_\_\_\_\_ Instructor: \_\_\_\_\_

### HOUSEHOLD AND INCOME INFORMATION

Place of Employment: \_\_\_\_\_  Part-time  Full-time  
 I am currently unemployed

Address: \_\_\_\_\_  
Street City Zip Code

Total number of adults/children in household: \_\_\_\_\_

#### Annual gross income:

Below \$20,000  \$20,001-\$40,000  \$40,001-\$60,000  \$60,001-\$80,000  Above \$80,001

Name of adult/child: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

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Name of adult/child: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

#### REFERENCES: Please list the names of two (2) people who know you or your child outside of your household

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
First & Last Name

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
First & Last Name



("Getting to Know: You" - Continued)

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SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

The following sections are **OPTIONAL**.  
Applicants are **NOT** required to participate or provide further information.

### CREATE+COLLAB

#### WITH OUR TEAM: *Volunteer at Creative Arts Workshop!*

At Creative Arts Workshop, there are many ways a student can support and become an integral part in our organization. If you are interested in volunteering, please check as many activities and programs you wish to assist in and the best time you are available.

**I would love to work with the:**  Gallery  Admin Office  Events  Special projects

**I am available:**  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

10-1 pm  12:30-3:30 pm  5-8 pm

#### DEMOGRAPHICS

Grant makers and sponsors love demographics! Please consider helping us by providing this anonymous information, so we can secure more grant and sponsorship dollars and provide better program delivery. It is, of course, optional.

**Race:**

- Asian
- Black
- Hispanic
- Native American
- White

**Gender:**

- Female
- Male

**Age:**

- 18-24
- 25-35
- 36-55
- 56 and wiser

**Do you have a disability?**

- Yes
- No

**How would you describe yourself?**

- Total Beginner
- Occasional Student
- Committed Students
- Professional/Exhibiting Artist
- Other: \_\_\_\_\_