

The Peak Ballet Theatre of Colorado Scholarship Policy and Process

Approvals:

OWNER: Daniel Goldthwaite	DATE	ORIGINATOR: Karen Capen	DATE
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Revision History

Rev	Date	Description of Change	Originator
A	4/28/06	Initial Issue	Karen Capen

SUBJECT: The Peak Ballet Theatre Scholarship Policy and Process

PERSPECTIVE

The purpose of the Scholarship Policy is to establish a scholarship program that enables any child of any background to participate at The Peak Ballet School who might otherwise be unable to attend because of financial limitations.

DEFINITIONS

“Scholarship Committee” is the group that determines the granting of scholarships to students of The Peak Ballet Theatre’s school.

ROLES/RESPONSIBILITIES

Requestor

The Requestor is the parent or guardian who wishes to apply for a scholarship to The Peak Ballet School.

Scholarship Administrator (“Administrator”)

The Scholarship Administrator is responsible for:

- Collecting any application that is submitted for review
- Removal of names, sensitive confidential information (social security numbers, etc.), or other information that could blatantly identify the family applying.
- Present the data to the committee
- The administrator may not participate in the decision making process of granting of scholarships.

Accounting Staff

The Financial Advisor is responsible for:

- Communication of the Scholarship budget to Scholarship Committee

Directors

The Directors are responsible for:

- Review of requirements of the recipients on-going (such as grades, etc)

GUIDELINES

1.0 Policy

- Financial need is the primary criteria for the selection of scholarship recipients. Other considerations may be used in allocating grants among those families with demonstrable financial need. Some of these considerations, but not limited to are:
 - School families: We try to serve families. We want all children in a family to have an equal opportunity to attend our school even if the family has limited resources.
 - Diversity: Diversity enhances the learning experience. One goal of the school is to have diversity among our students. This includes but is not limited to broad racial and ethnic representation. The availability of financial aid is one component that can be used to realize that goal.
- A committee will review all application for aid and determine the amount of aid to be granted. This committee is appointed by the Artistic Director and consists of two or more parents who have not

applied for scholarship, and one member of a non-profit organization within the Colorado Springs community other than The Peak Ballet Theatre if available. The committee will notify families of final decisions via the school's Artistic Director or Scholarship Administrator within approximately one month of the application deadline. The review process will be confidential and anonymous.

- Scholarships are confidential. The grant will not be reduced or withdrawn during the school year unless the child is withdrawn, classes are dropped, the family is asked to leave the school for disciplinary reasons, or The Peak Ballet Theatre discontinues business.
- We encourage the student's family that receives a scholarship to contribute to the school through support opportunities. Opportunities are available for all families to do the work necessary to operate The Peak Ballet Theatre. Examples of these opportunities are: answering phones, maintenance and cleanliness of the studio, sewing costumes, mailings, fundraising, or other activities that contribute to the success of the organization.
- Students that receive scholarship funds from The Peak Ballet Theatre must not receive outside training from other organizations unless an exception is granted by the Artistic Director. Examples of possible exceptions would be summer intensives, unique opportunities, or other training that collaboratively adds to the student's development. The students must maintain a B average in classes through public, private or home school. The students must attend their Peak Ballet School classes regularly unless excused by the Artistic Director.

2.0 Process

- Parents will submit the Scholarship Application and related materials in a sealed envelope marked "Attention: Scholarship Administrator".
- The Administrator removed or blacks out all identifying information on the documents, such as names, social security numbers, addresses or other information that would blatantly identify the family.
- The Administrator submits all applications received by the deadline to the Scholarship Committee.
- The Scholarship Committee meets for approximately 2 hours.
- The Scholarship Committee makes the scholarship decisions within the budget provided by the Financial Advisor.
- The Scholarship Committee then advised the Artistic Director or Scholarship Administrator of the decisions. The Artistic Director or Scholarship Administrator then informs all of the families that submitted applications of the decisions.
- Families receiving grants must then submit signed Scholarship Agreement and their student's most recent report card.

REFERENCES

Appendix A: Scholarship Application
Appendix B: Scholarship Agreement

Appendix A

The Peak Ballet Theatre

810-A Arcturus Dr.
Colorado Springs, CO 80906

Scholarship Application

Please answer each question as thoroughly as possible. Please **USE NAMES ONLY ON THE FIRST LINE** of this application.

Name (s): _____

Family Size:

Number of people living in the household: _____

Number of children: _____ Ages: _____

Activities of the other children: _____

Family's gross monthly income (before payroll deductions) from all sources (including salaries, rents, interest,, dividends, alimony, child support, stock earnings, etc.) _____.

The Scholarship Committee considers each application on an anonymous basis so please *do not use any family names when answering the following questions*. Please attach an additional sheet when responding.

- 1) Please attach a copy of your most recent tax return.
- 2) Describe any unusual or pertinent *family* circumstances that you feel should be part of this application.
- 3) Describe any unusual or pertinent *financial* circumstances that you feel should be a part of this application.
- 4) Why do you feel you need a scholarship for your child/children?
- 5) What is the tuition for your child/children and how much can you pay?
- 6) Do you need scholarship assistance for the entire year? If the scholarship is needed for less than a full year, for how many months?
- 7) Have you explored other sources of funding? Please specify.

To the best of my knowledge all of the information in the application is true and factual. I understand and agree that any false statement made in this application could be grounds for denial or revocation of a scholarship.

Signature

Date

For Office Use Only:

Date Application received:

Date Reviewed by Scholarship Committee:

Approved: _____

Declined: _____

Appendix B

The Peak Ballet Theatre
810-A Arcturus
Colorado Springs, CO 80906

Scholarship Agreement

The undersigned parent(s) agree to honor their scholarship requirements as stated in The Peak Ballet Scholarship Policy. Failure to do so will cause the withdrawal of the Scholarship. I understand that if our family's scholarship is withdrawn and we wish to continue to attend The Peak Ballet School that we are solely responsible for tuition in accordance with the tuition schedule. The Scholarship period is from _____ to _____ in the amount of \$_____.

Name of Child/Children: _____

Signature of Parent or Guardian: _____

Date: _____