



DON BOSCO TECHNICAL INSTITUTE

APPLICATION FOR TUITION ASSISTANCE PROGRAM FOR SCHOOL YEAR 2018 01

The Tuition Assistance Program is designed to provide funds to eligible students from institutional and private funding sources. In order to be eligible, applicants are required to submit a confidential financial statement and meet the following criteria:

- be a full-time student in good academic standing in his program of studies
- maintain, at every semester period, a minimum GPA of 2.500 and receive no D's and F's
- maintain good conduct
- demonstrate financial need
- satisfy any and all of the requirements set forth by DBTI and/or our donors

Applications for tuition assistance must be filed annually. Tuition Assistance awards are valid for the year of application only. Assurance of an award cannot be guaranteed on an annual basis.

APPLICATION FORM

The deadline to submit your application is:

- **December 2017** for incoming freshmen (Early Admission applicants)
- **February 2018** for all current students
- **February 1, 2018** for incoming freshmen (Regular Admission applicants)

Please submit **copies** of all items on the following checklist and not the original document to the Tuition Assistance Committee. Applications will not be reviewed until all documentation is received.

- Completed application form**
- Application processing fee of \$20** (please make checks payable to *Bosco Tech*)
Returned checks will render this application incomplete.
- Copy of 2017 Federal tax forms and corresponding supplemental schedules, if applicable:**
 - Form 1040, 1040A, 1040EZ, or 1040X
 - Schedule C and Schedule SE
 - Schedule D
 - Schedule E
 - Schedule K-1 (Form 1065)
 - Form 2555
- Copy of one of the following:**
 - Current paycheck stub showing total wages earned for 2017
(this applies only to those submitting applications by December 2018)
- OR -
 - All W-2s and 1099s for 2017
(this applies only to those submitting applications after January 2019)

Part A

Student Applicant Information

Need help completing this application form?

Please email TuitionAssistance@boscotech.edu or call 626.940.2009 with your questions.

1 Last Name _____

2 First Name _____

3 Student ID _____ **Grade Student Entering in Fall** _____

If a current Bosco Tech student

5 Student's Religious Affiliation _____

6 Student's Ethnicity _____

7 Student lives with (check all that apply):

Father Mother Stepfather Stepmother Guardian

Other (name and relationship to student): _____

Part B

Parent/Guardian Information

Parent/Guardian A

_____ **Parent/Guardian Name**

_____ **Address** _____ **Apt**

_____ **City** _____ **State** _____ **Zip Code**

_____ **Best Contact Number** _____ **Email Address**

_____ **Employer**

_____ **Occupation/Title** _____ **Years Employed** _____ **Part/Full-Time**

Parent/Guardian B

_____ **Parent/Guardian Name**

_____ **Address** _____ **Apt**

_____ **City** _____ **State** _____ **Zip Code**

_____ **Best Contact Number** _____ **Email Address**

_____ **Employer**

_____ **Occupation/Title** _____ **Years Employed** _____ **Part/Full-Time**

Part C

Additional Household Information

Dependent Information

Please list all household members who are financially dependent on the applicant's parent/guardian:

<u>Full Name</u>	<u>Age</u>	<u>Relationship to Parent/Guardian</u>	<u>Employed? (Check One)</u>	
_____	_____	_____	Y	N
_____	_____	_____	Y	N
_____	_____	_____	Y	N
_____	_____	_____	Y	N

Single, Divorced, or Separated Parents

Complete this section only if applicant's parents are separated, divorced, or have never been married.

- Never Married
- Separated, no court action
- Divorced/Legally Separated

Year of divorce or legal separation _____

Is there a joint custody agreement and/or court injunction?

- Yes
- No

If the above box is checked yes, please submit a copy of the court order and tax documents from the co-custodial parent. In addition, please complete the other parent's contact information:

_____ Co-Custodial Parent's Full Name

_____ Address _____ Apt

_____ City _____ State _____ Zip Code

_____ Best Contact Number _____ Email Address

_____ Employer

_____ Occupation/Title _____ Years Employed _____ Part/Full-time

PLEASE NOTE!!

Copies of the co-custodial parent's tax forms must be submitted in order to complete evaluation of tuition assistance for the student.

Part D

Updated Household Income Information

Household Income

Please indicate any substantial changes to your household income during the 2018 calendar year that may differ from what was reported on your 2017 tax form:

Ownership of a Business

Complete if you own a business and/or farm

- A. % of ownership % _____
- B. Assets \$ _____
- C. Debts \$ _____
- D. Total Gross Revenues for 2018 (approx.) \$ _____

Additional Financial Awards

Please disclose all additional scholarships you have or plan to apply for:

	<u>Source of Award/Scholarship</u>	<u>Award Amount</u>
A.	_____	\$ _____
B.	_____	\$ _____
C.	_____	\$ _____

Part E

Extenuating Circumstances

If there are circumstances that are beyond the scope of the financial information presented, please attach a brief essay describing the situation to this application form. Do not send other materials that are not requested as these materials will not be reviewed or considered when determining eligibility.

Part F Tuition Assistance Program Disclosures

Don Bosco Technical Institute is committed to enrolling those students who will actively and energetically participate in our focused academic programs. Bosco Tech seeks students from all cultural and socio-economic backgrounds. We are dependent on tuition payments to help fund the necessary costs of paying our educators and operating expenses. Although we believe that parents have the primary responsibility to pay for the educational expenses of their children, we also realize that families often need assistance to afford a private education program. The philosophy of the Tuition Assistance Program at Bosco Tech is predicated on the practice of assisting families in need. Funding for Tuition Assistance is contingent upon receipt of funds from foundations and private donors.

All information for tuition assistance must be accurate and timely. Incomplete files will not be processed until all documentation is received. This may result in the delay of evaluating and awarding tuition assistance. All incomplete applications will be considered closed and inactive 15 business days after receipt of forms, and will not be reconsidered. It will then be the responsibility of the applicant to submit a new application with fee to initiate the evaluation process.

Bosco Tech reserves the right to reevaluate awards and to rescind and/or change awards accordingly based on, but not limited to, the following reasons:

- A change in semester GPA exceeding 0.500 points
- A change in annual income exceeding 10% of the income level upon which the award is based
- An overfunding of awards. Tuition Assistance is considered overfunded if the total award from all sources exceeds 80% of tuition cost.

For divorced/separated parties, financial information must be disclosed by both parties in order to fairly evaluate financial need. All information will be kept confidential. Bosco Tech is only responsible for evaluating financial information, not facilitating payment arrangements between divorced parties.

Applicants may appeal the initial award once. All communications regarding the appeal of an award must be completed in writing and submitted in person to a member of the Tuition Assistance Committee, who will set up a face to face meeting. This information will then be forwarded to the Principal of Don Bosco Technical Institute. An appeal will be evaluated within two weeks after receipt, and responses will be sent via e-mail to the address on file. Appeals must be received within two weeks of initial notice of award or else it will be assumed applicants are accepting their current award.

Part G Authorization

We declare that the information reported on this form, to the best of our knowledge and belief, is true, correct, and complete. We recognize that intentionally providing false or inaccurate data will impact our ability to receive any tuition assistance and/or our ability to maintain a contract with the school.

Parent/Guardian A _____
Signature Date

Parent/Guardian B _____
Signature Date

FOR OFFICE USE ONLY			
Received by: _____	<input type="checkbox"/> Packet Inspected		
Date Received: _____	Payment: <input type="checkbox"/> Cash	<input type="checkbox"/> Check # _____	<input type="checkbox"/> Credit