

**Virginia Children's Chorus**  
**Tuition Assistance Guidelines as of March 2019**

One of the goals of the Virginia Children's Chorus is to provide quality choral education to any qualified student, regardless of economic status. Achieving this goal is dependent on the size of the scholarship fund we have available to distribute each season, which is limited. The following guidelines have been established in order to insure that the funds are distributed to as many deserving students as possible.

Given the limited funds available, only partial tuition assistance is possible at this time. All applications for the full season are evaluated together in order to maximize the number of students we are able to assist. The applications are reviewed by a committee from VCC's Board of Directors.

**The following guidelines will be followed:**

1. A completed application will have the all spaces on the application completed or marked %not applicable+and will include a copy of the most recent federal tax return form 1040, pages 1 and 2. If Schedule A (Itemized Deductions) and/or Schedule 8812 (Child Tax Credit) have been filed, a copy of those schedules must also be included. Applications must be signed by at least one parent or guardian and the \$50 Registration Fee must be included or have been paid previously. If you do not have a recent federal income tax return, please call VCC's Executive Director to discuss the documentation needed.
2. For students who are new to VCC, two teacher recommendations must also be completed and signed. If possible, they should be completed by one academic and one music teacher. If this is not possible, please call the VCC Executive Director to discuss alternative recommendations. Teacher recommendations can be completed and returned to the VCC office separately from the rest of the application, but must still be received by the date due. For returning students, the recommendation of their last VCC director will be considered in evaluating the application, including student attendance records. The Executive Director will obtain the recommendation from the appropriate VCC Director.
3. All applications must be completed in full, including requested attachments, and received at the VCC office by the stated due date. Applications may be mailed, hand delivered, faxed or scanned and e-mailed. The addresses and phone numbers are on the application form.
4. Applicant families should have an Adjusted Gross Income (AGI) on the most recent tax return which does not exceed approximately \$12,500 per family member. As an example, a family of four with total AGI of \$50,000 would have an AGI of \$12,500 per family member.
5. Special circumstances for the committee to consider may be noted in the appropriate space on the application, such as change in income level since the last tax return was filed, excessive out-of-pocket medical expenses, change in number of dependents since the last tax return, etc. If these circumstances explain a need that may outweigh a higher adjusted gross income, please do not hesitate to submit an application.
6. Parents will be notified by phone and in writing of the Board Committee's decision pertaining to their application. Positive notification will include the amount of tuition assistance awarded out of the total tuition and the amount of tuition and fees remaining to be paid. Remaining tuition and fees may be paid in full or in installments as designated by the Executive Director. For Scholarship families, the installment service charge of \$5 per payment will be waived.  
**Half of the payments must be completed by Dec. 31 and the remainder completed by the end of April in any season. The student may not return for the spring semester in January unless payments for half the season have been completed.**
7. Scholarship families are subject to the same late charges and returned check fees stated in the VCC Tuition Agreement.

*Virginia Children's Chorus*

PO Box 11679 \* Norfolk, VA \* 23517

Phone: (757) 440-9100 Fax: (757) 440-9200 E-mail: vccexecdir@verizon.net

2019-2020 Season Scholarship Application

**The Virginia Children's Chorus is a non-profit equal opportunity organization. It does not discriminate on the basis of race, nationality, ethnic origin, color, sex or religious belief in any of its scholarship awards or programs.**

**Deadline for application: Friday, August 30, 2019**

This application form, proof of income, letters of recommendation, and registration fee(s) must be submitted by published deadlines in order for applicant to be considered. Amount of scholarship is subject to VCC's availability of funds and is based upon the family's financial needs and the student's audition. (Strict confidentiality will be maintained.)

Application Date: \_\_\_\_\_

Student Name(s):

1. \_\_\_\_\_ Age \_\_\_\_\_ 2. \_\_\_\_\_ Age \_\_\_\_\_

3. \_\_\_\_\_ Age \_\_\_\_\_ 4. \_\_\_\_\_ Age \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Mother's (Guardian's) Name \_\_\_\_\_

Employer's Name & Address \_\_\_\_\_

Cell Phone \_\_\_\_\_

Father's (Guardian's) Name \_\_\_\_\_

Employer's Name & Address \_\_\_\_\_

Cell Phone \_\_\_\_\_

**Attach first two pages of most recent federal income tax return (Form 1040) and Schedule A, if filed.**

**Please list other income sources (i.e. social security, welfare, AFDC, child support, school scholarships):**

1. \_\_\_\_\_ Annual Amount \_\_\_\_\_

2. \_\_\_\_\_ Annual Amount \_\_\_\_\_

3. \_\_\_\_\_ Annual Amount \_\_\_\_\_

Total Gross Income \_\_\_\_\_

Total Family Members \_\_\_\_\_

If applicable, name of Case Worker \_\_\_\_\_ Phone \_\_\_\_\_

**Attached letters of recommendation should be completed by two teachers (one music, one academic) who know the child(ren) well.**

Are there any other important financial circumstances that VCC should consider? Please explain:

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If awarded a scholarship, the student(s) and parent(s)/guardian(s) listed above agree(s) to the following conditions:

1. The student will be musically prepared and attend all scheduled VCC events on time, unless a documented emergency occurs.
2. The parent/guardian agrees to take an active role in VCC volunteer activities.
3. The parent/guardian agrees to provide student's VCC uniform, music bag and other supplies not provided by VCC.
4. In the event that a partial scholarship is awarded, the parent/guardian agrees to pay the balance due by established deadlines.
5. If household income changes, the parent/guardian must notify Virginia Children's Chorus office immediately.
6. The parent/guardian agrees to pay a yearly, non-refundable registration fee of \$50 per student.

The information I have provided is true and accurate to the best of my knowledge. I have read and agree to the conditions listed above and I understand that failure to comply with these conditions can result in the immediate suspension of the student's scholarship.

Responsible Parent/Guardian Signature \_\_\_\_\_

**Reminders**

- Please enclose a copy of both parents' / guardians' most recent tax return(s). These returns must be included for this application to be considered. If Schedule A (Itemized Deductions) is filed, please include that form as well.
- The attached letters of recommendation must be completed by two teachers and returned to the chorus office by the 8/30/19 deadline. If possible, one recommendation should be from an academic teacher and one from a music teacher (school, church/temple, or private.)

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For Office Use: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Executive Director Signature \_\_\_\_\_

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2019 ó 2020 Season Scholarship Application

**Letter of Recommendation**

Please complete and return to the fax number or address above by Friday, August 30, 2019

Student's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

How long and in what capacity have you known this student?

Membership in the Virginia Children's Chorus requires a high degree of commitment and willingness to study and learn. Please discuss this student's level of personal responsibility, approach to study and, if known, aptitude for music.

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

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Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_