

Smithsonian Early Enrichment Center
Financial Aid Application / Disclosure Form

Child's Name _____ Birth Date _____

Parent Name _____ Phone (h) _____

Place of Work _____ Phone (w) _____

Gross Annual Salary _____

Parent Name _____ Phone (h) _____

Place of Work _____ Phone (w) _____

Gross Annual Salary _____

Other Parent Assets / Income; Include any assets in child's name (estimate totals)

Child Support _____ Bank Accounts _____

Money Market/CD's _____ Stock Investments _____

Mutual Funds _____ Other _____

(Funds legally restricted for retirement are not included.)

Other family members supported by income (name and ages)

Is there any other information that you would like to share with the committee?

Certification:

I certify that the information in this disclosure form is complete and accurate to the best of my knowledge. If significant changes occur in my family's financial situation, I will provide the Financial Aid Committee with updated information. I give permission for SEEC to verify my employment, assets, and financial responsibilities.

I understand that the decision on this application will be made by the Executive Director of SEEC, based upon the recommendations of SSS and the policies established by the SEEC Board of Directors. The award will be final. I also understand that any tuition assistance awarded will terminate automatically at the end of the current fiscal year (August 31). If a student terminates enrollment prior to the end of the fiscal year, the assistance will end as of the date of termination.

(date) (parent or guardian)

Attachments required for application of financial aid:

1. A copy of your most recent complete income tax statement.
2. A copy of the most recent pay stub for all adults supporting this child.

Each applicant is required to complete:

1. The SEEC application and submit the required attachments to SEEC's Executive Director.
2. Submit the Parents' Financial Statement to School and Student Service (SSS) in Princeton, New Jersey.

This information is needed for verification and will not be shared with anyone other than SEEC's Executive Director.

Smithsonian Early Enrichment Center

Financial Aid Program

The Smithsonian Early Enrichment Center has taken steps to assure that the SEEC program is open to parents at all income levels by establishing a financial aid fund. Numerous museums, units and affiliates have contributed generously to the fund. The SEEC Parents Association is also a strong supporter of scholarships through fundraising events such as the Annual Benefit Auction. Although resources are limited, the Board makes every effort to provide scholarship awards that meet the needs of families.

Awards are determined based upon SEEC's Financial Aid guidelines. These guidelines include recommendations from School and Student Service for Financial Aid and policies outlined by the SEEC Board of Directors.

Financial Aid Guidelines:

- (1) Financial aid is distributed on the basis of financial need. Parents or guardians are required to disclose appropriate financial information so that need can be determined.
- (2) The School and Student Service for Financial Aid (SSS) application will be used to assess financial need. All families applying for aid are required to complete the form to be eligible for financial assistance. SSS will submit a recommendation for parent need to SEEC based upon the information in the application.
- (3) The Financial Aid Awards are determined by the recommendation for aid offered by SSS (School and Student Service for Financial Aid). Another factor influencing the amount of scholarship is the status of the applicant family. This is defined in terms of the place of work, grade level, and status of employment (full-time, part-time, temporary, etc.). Tuition costs are reduced by a percentage based upon employment status.
- (4) All applicants will be guaranteed confidentiality in the process. The SEEC Executive Director will administer the awards and will provide appropriate information about scholarship to those individuals, and only to those individuals, who have direct responsibility for recording tuition payments. All information will be kept strictly confidential and will not be disclosed to any other individuals.

- (5) Awards will vary according to the criteria listed above. Awards range from 60% of the SSS recommendation to 40% of the recommendation. The Executive Director will notify families in writing of the actual award.
- (6) All tuition assistance is awarded on an annual basis. Awards will apply to the school year, September 1st through August 31st. A new application is required each year to be eligible for continued financial support. In addition to the SSS application, a SEEC financial aid form, a copy of current tax returns and a recent pay stub are also required. All documentation should be submitted to SEEC in an envelope addressed to the Executive Director and marked 'confidential'.
- (7) Any SEEC family can apply for financial aid during mid-year if an emergency situation arises. Please contact the Executive Director to apply mid-year.

If you have any questions, please contact Sharon Shaffer, Executive Director of SEEC, at 357-3077 or email at shaffers@seec.si.edu.