

Ketchikan Theatre Ballet Tuition and Costume Assistance Program

Mission Statement: Our mission is to provide high quality dance instruction to foster each student's creativity and talents while developing a strong sense of confidence and self-discipline. Ketchikan Theatre Ballet (KTB) provides the community with cultural experiences in the form of student performances that involve participants and audiences of all ages.

The Financial Aid Program is funded by generous donations and grants and is subject to availability of funds.

The Purpose of the Fund is:

- To provide Financial Aid for dance instruction and costumes for KTB members, both continuing and new, who have demonstrated a strong desire to dance as well as have financial need or hardship.
- To expand into the community by providing an opportunity for students who could not otherwise participate in KTB because of financial need or hardship.
- To ensure that any student who demonstrates a desire to take classes and participate in performances by this program will not be impeded by financial concerns.
- To encourage further participation in the program and promote dance excellence.

Classification of Eligibility:

- Must demonstrate financial need by answering questions and providing paperwork as listed in application.
- Dancers must be a minimum of five years of age (no maximum age) currently in the dance program or seeking to enter the program.
- Dancers seeking Financial Aid must maintain 75% class attendance, be on time and prepared for class.
- Applications must be complete upon receipt, and delivered by the deadline in order to be considered for Financial Aid. Incomplete applications will automatically be disqualified from consideration for the current semester.
- Eligibility for any KTB financial aid, costume assistance and/or scholarships requires applicant and their immediate family members to be in good financial standing with KTB.
- Should the applicant be selected to receive

Please include the following with your application:

- Copy of current signed Federal Income Tax return as noted below
 - Do not show social security numbers (mark out/white out)
 - Please submit only first two pages showing adjusted net income
- Alternative income documentation (if no IRS income tax documents), if applicable

Application Process:

Due Dates for Continuing Students (MUST BE RECEIVED BY THIS DATE- if mailing, please allow enough time)

- Full Dance Year: September 15th; Spring Classes (remainder of Dance Year): January 15th
- Costumes for Spring Gala: February 1st. Please note, in order to better serve more of our community, costume awards are for a partial amount of the costume cost. In the event that aid is awarded, a credit in the amount of the costume award will be applied to the applicant's Jackrabbit account. If the costume fee is more than your award, you will be responsible for paying the costume balance prior to picking up the costume.

New students and late enrollment:

- Applications for late enrollment and costume aid may be submitted at any time with instructor recommendation. Awards will be limited to the availability of financial aid funds.

Information will be held in strict confidence. Please return a **fully completed** application together with required documentation via email to board@ketchikantheatreballet.com, or deliver in a sealed envelope to the Office Manager during business hours.

Do not turn your application in to your instructor. Your instructor WILL NOT accept it. If you are emailing, please submit Microsoft office Word docs, .pdf, or .jpg scans, as all other formats will result in disqualification.

Applications may be obtained by visiting our website www.ketchikantheatreballet.com, asking your KTB instructor for forms, or by stopping by the Business Office during business hours. Please allow enough time to get your application in by the deadlines shown above.

Note: If emailing your application, you will be sent an acknowledgement receipt email to the email address you provided on the application. If you do not receive a confirmation within 3 business days, please email businessoffice@ketchikantheatreballet.com.

All applications will receive instructor recommendations. Please discuss financial aid options with your instructor and make them aware of your application.

Applications will be reviewed for approval and availability of funds by the Financial Aid Committee. Applicants will be notified via email as to the results between 5-10 business days after the applications are due for each term. If you do not have access to email, please provide a self-addressed stamped envelope so that a notice can be mailed to the address provided on the application. Application submission does not guarantee assistance.

Financial Aid funding is limited and will be awarded based on eligibility, timeliness, and funds available.

IMPORTANT NOTICES: Please note, in the event that aid is awarded, a credit in the amount of the award will be applied to the Jackrabbit account of the applicant. If the aid awarded is less than your tuition, you will be responsible for paying the tuition balance by the due date. Please reach out to the Business Office with questions about your account.

Financial aid will not be applied to prior year balances. All prior year balances must be paid, or the application will not be considered.

Parents of financial aid recipients will still be required to volunteer four (4) hours, during the dance year, and sell one (1) book of raffle tickets during each of our two annual raffle ticket sales, as stated in the KTB Handbook.

Ketchikan Theatre Ballet

Financial Aid and Costume Assistance Application

Please fill out one application per dancer you are requesting financial aid for.

Supporting documents must accompany this request. Financial Aid will not be considered unless this form is completed in its entirety, with all questions answered and required documentation attached. KTB reserves the right to ask for additional supporting documents.

Dancer (Applicant) Name		Birthdate	
Street Address		City, State, Zip	
Parent/Guardian Email		Contact Phone	
Primary Parent/Guardian Name		Secondary Parent/Guardian Name	
Employer's Name ___ Full Time ___ Part Time ___ Not Working		Employer's Name ___ Full Time ___ Part Time ___ Not Working	
How many dependents are in your household?		Do the adults listed above support persons other than the immediate family? ___ Yes ___ No If Yes, how many? ___ Relationship: _____	
Yearly family income as reported to the IRS		Dancers Employer and yearly income (if any)	
If you do not have Federal IRS income tax return, please provide explanation and alternative proof of income			
Total # of KTB classes currently enrolled in:	Does your family own or rent a home?	How many immediate family members are enrolled in KTB classes?	Do you receive free or reduced lunch?
What dollar amount do you feel you able to pay towards classes/costume(s)?		Have you received KTB financial aid in the past? If so, when and for how much?	
Please provide a brief explanation of your circumstances and why you need tuition/costume assistance:			

Please list all extra-curricular activities other than KTB classes. If you receive scholarships or financial aid for these activities, please attach copies of award letters.

Activity	Classes per week	Cost per month	Amount of financial assistance or scholarship award for activity

Statement of Request:

The dancer listed in the above application is requesting tuition assistance for the following classes.

Semester/Year	Class Name

The dancer listed in the above application is requesting costume assistance for the following classes.

Class Name

Dancer provided (parent may write for students under age 10):

How are dance and dance classes important to you? Why do you dance?

Dancer agreement – by submitting this application, you agree that:

I fully understand all the qualifications, requirements and obligations of the Financial Aid program and do hereby agree to abide by them should I be selected as a Financial Aid recipient. I understand that if I fail to meet any of these requirements, I may be subject to disqualification. All of the information I have provided is true and correct. I further stipulate that I will maintain 75% attendance and will not be tardy to my Ketchikan Theatre Ballet dance classes.

Applicant Signature:

Date:

Parent/Guardian Agreement - by submitting this application electronically via email you agree that:

I, as parent/legal guardian of the dancer named in the above dancer agreement do hereby consent to abide by award decisions and release Ketchikan Theatre Ballet and its representatives from any and all liabilities arising from the application to or administration of the Ketchikan Theatre Ballet Financial Aid program. I believe that the information given on this application is complete and accurate. Should my present situation change, I will notify Ketchikan Theatre Ballet and be willing to return the standard tuition amount.

Parent/Guardian Signature:

Date: