



TUITION ASSISTANCE GRANT POLICY

1. Tuition Assistance Grants (TAG's) are awarded based on need without discrimination as protected by law.
2. TAG funds are limited and are intended to partially, but not entirely, reduce tuition on a monthly basis.
3. TAG's are intended to cover the enrollment of children in the program while both parents work or are in school.
4. Need shall be determined through the use of the Haddonfield Child Care TAG Application Form, as well as copies of the State and Federal tax returns.
5. A TAG Committee will be appointed each year by the President of the Board of Trustees. The committee will be comprised of, but not limited to, members of the Board of Trustees and the Executive Director.
6. TAG Application Forms can be printed off the HCC website or mailed to family upon request.
7. Prior to the beginning of the school year, the committee will evaluate all applications received by the date indicated on the application form that year, and will award grants for the upcoming school year based on relative need as well as monies available.
8. Families will be notified of decisions as early as possible prior to the start of the school year; however, families will still be expected to pay any monies due prior to that notification. Grant monies awarded will be applied to balances
9. The committee may meet again in January should the need arise to consider a later application or an emergency request. Any such late requests will depend upon monies which may remain after the initial yearly distribution of available funds.
10. If, after receiving notification of the TAG Committee's decision, a family which has fully completed an application for TAG by the deadline does not consider the amount awarded sufficient to allow enrollment in the program, they are asked to notify the Executive Director as soon as possible. If the TAG Committee is unable to grant further reduction, the program registration fee and any tuition prepayments made will be refundable for up to two weeks from the date of written notification of the committee's decision.
11. Monies used for Tuition Assistance Grants are generally derived from fundraising and/or donations, not from tuition. However, at its discretion, the Board of Trustees may from time to time vote to use funds derived from tuition to supplement the TAG account due to decreased donations or unprecedented need.

- 12.** TAG funds contributed by an individual or school organization may be restricted to students from an individual school at the contributor's request. Otherwise, all monies will be distributed as described above without consideration of the program attended.
- 13.** Grants over \$100 will be pro-rated over the ten-month school year (or remaining months, in the case of later applications). Grants of \$100 or less may be awarded on a lump sum basis, at the discretion of the committee.
- 14.** Grants are based on a percentage of the current tuition rate paid by the family at the time of application, not on a specific dollar amount. Should attendance, and therefore tuition, be reduced, the same percentage of reduction will apply to the new lower rate. Increased TAG awards due to increased attendance are not guaranteed; the situation will require a committee decision, and will be at the discretion of the committee with consideration of relative need and funds available.
- 15.** Should a family awarded TAG funds withdraw from the program at any time during the year, there is no guarantee that the funds will remain available should they choose to re-enter. TAG funds which become available when a recipient family withdraws may be awarded to another family at the discretion of the committee.
- 16.** Families receiving TAG fund must still remain current with the remainder of their tuition due, or risk removal from the program. TAG families in financial crisis should speak immediately with the Executive Director to request consideration of any special arrangements; otherwise, normal HCC policies regarding lateness or non-payment of tuition will apply.
- 17.** The TAG Application should be completed by the parent/guardian designated to HCC as financially responsible for tuition payments. Grants will be awarded to that person, based on his/her individual need. In the case of two parents/guardians separately contributing to the tuition of the child(ren), both incomes may be considered, but the grant will be awarded to the person designated as financially responsible. It will be up to the parties involved to determine its distribution. The other parent/guardian may choose to file a separate TAG application for consideration; however, such dual grants will be made entirely at the discretion of the TAG Committee.
- 18.** Concerns regarding any part of the TAG process should be directed to the Executive Director, who will be happy to address them. At the Executive Director's discretion, questions or concerns may be referred to the TAG Committee chairperson for further consideration.
- 19.** Applicants/recipients who still feel that their case requires additional consideration after speaking with the Executive Director, must put that request in written form to the TAG Committee, and send it to the Executive Director, who will pass it along to the TAG Committee chairperson.