



Scholarship Application and Financial Assistance Q & A

Hi Haven Parents and Students!

Welcome to our **NEW ANNUAL** Scholarship Application. We have restructured our Scholarship Application process to better suit our Haven families' needs, so please take the time to read the Q & A section below before beginning your application process. Thank you!

Q: So, what's new about the Scholarship Application?

A: We know our scholarship applications are lengthy, so we have adjusted our process so that ***you only need to fill out ONE application per season***. You now have the opportunity to look at the entire Haven year and select your financial aid shows in advance. This will allow our families to better plan their year and their finances, as well as give our Scholarship Committee better foresight regarding our Scholarship Fund.

Q: When is my application due?

A: Your scholarship application is due on the deadline of the first show for which you apply. For example, if you want to apply for the Spring and Summer Shows, you do not have to turn in your application until the Spring deadline (December 6th). However, we do recommend turning in your application as early as possible, especially if you are applying for a show that runs later in our season. Earlier is better, as we will have more funds available, and you are more likely to be awarded the financial aid that you request. Our scholarship deadlines are as follows:

Fall Show 2016 Scholarship Applications due August 15th.

Spring Show 2017 Scholarship Applications due December 2nd.

Summer Show 2017 Scholarship Applications due April 7th.

Summer Camp 2017 Scholarship Application due June 2nd.

Late applicants will not be accepted.

Q: What do I have to do to apply for a scholarship?

A: You will need to complete a **Scholarship Application**, include any additional paperwork requested, and turn it in to our office by the deadline. Our Scholarships Application forms can be downloaded from our website and are age specific. Please make sure that you are filling out the age appropriate Scholarship Application.

Q: How do I turn in my scholarship application?

A: Mail it to us at:

343 Coral Circle, El Segundo CA 90245

Or drop it by our office during business hours.

Q: What types of Scholarships are available?

A: Our Scholarship Committee awards two types of Scholarships: **Full Scholarships** and **Partial Scholarships**. A Full Scholarship covers the tuition fee in its entirety, excluding the \$50.00 Costume and Materials fee, which is due at the time of Registration. A Partial Scholarship amount is adjusted individually based on need as determined by the Scholarship Committee.

Q: I feel like there are other families who are more in need of financial aid than my family. Applying makes me feel guilty!

A: Please apply! We have many families who struggle with applying for financial aid because they feel like they don't "need" it. Keep in mind that our partial scholarships are for any amount: \$50, \$100 etc. Although it's true that some of our scholarship students are indeed recipients of full scholarship each and every show, most families apply for \$100 off tuition here, or \$150 off here; many of our scholarship families simply need a little extra assistance to keep their kids in our program. Our Scholarship Fund exists just as much for cases like that as it does for the students on the poverty line.

Q: How will I know if I have been awarded a scholarship?

A: You will be contacted with an email or letter letting you know if you have or have not been awarded a scholarship. Please be aware that students awarded Full Scholarships will still be required to pay the \$50.00 Costume and Materials fee at the time of registration. **Scholarships In Installments Contracts** are available for those who receive a Partial Scholarship but need to utilize a payment plan.

All students awarded a scholarship- full or partial- must sign a **Scholarship Contract**, which you will receive in the mail at the time of your acceptance. Please sign and turn in the contract at registration. Please read the contract before you accept the scholarship so that you are aware of your responsibilities as a scholarship student

Q: What is a Scholarship In Installments Contract?

A: A **Scholarship In Installments Contract** is for our families who receive a Partial Scholarship and need to pay their remaining tuition over the course of the rehearsal process. You can request a Scholarship In Installments Contract in your Scholarship Application. Scholarship In Installment Contracts will be included with your acceptance letter, and must be turned in at registration. *All installments must be turned in by closing night; your child will not be allowed to participate in the next Haven show if all installments have not been turned in, and an outstanding balance after closing night will result in your child's ineligibility to apply for future scholarship.*

Q: So... I don't have to apply for a Standard Payment Plan?

A: Nope! **Standard Payment Plans** are automatic. Families who want a Standard Payment Plan will pay an upfront fee at Registration, and sign up through our website for automatic withdrawal. You may not participate in a payment plan without setting up automatic withdrawal through our website.

Q: I am looking to apply for a Sibling Discount, but I don't see the place to do so..

A: That's because our **Sibling Discounts** are also automatic now! At the time of payment, the Sibling Discount (2nd child 25% off, 3rd child 50% off) will automatically be applied to your order. If you feel able, you are welcome to not take the sibling discount and donate back the difference for a tax write off.

For Jr. High and High School Applicants Only

Q: Who can write me a letter of recommendation?

A: A teacher, mentor, coach, or other adult who is not a family member or associated with Haven. See our **Letter of Recommendation Guidelines** in our Jr. High and High School level Scholarship Application.

Q: What is a Work Study Contract?

A: If you are awarded a Scholarship as a Jr. Higher or High Schooler, you will be required to participate in our **Work Study** program. Partial Scholarship students must complete 20 hours of Work Study, and Full Scholarship Students must complete 40 hours of Work Study. Please keep in mind that your Work Study hours do **not** count towards volunteer hours for college applications. Your Work Study hours are not volunteer hours; they are your way of paying your tuition in a non-monetary way. You may not count Work Study hours as Volunteer Hours on college applications. Failure to complete your full Work Study hours will result in ineligibility for future scholarship.

Your **Work Study Contract Log** will be included in your **Scholarship Acceptance Letter**.

Still have questions?

Email us at info@havenartsacademy.org and we will be more than happy to assist you.



Haven Academy of the Arts
Jr. High and High School
Scholarship Application

Make sure you are filling out the age appropriate Scholarship Application.

You only need to fill out ONE (1) application per season.

If you are applying for scholarship for multiple shows, please be sure to indicate as such on the next page.

Please pay close attention to our scholarship deadlines below:

- Fall Show 2016 Scholarship Applications due August 15th.
- Spring Show 2017 Scholarship Applications due December 2nd.
- Summer Show 2017 Scholarship Applications due April 7th.
- Summer Camp 2017 Scholarship Application due June 2nd.

LATE APPLICATIONS WILL NOT BE ACCEPTED.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Please double-check to make sure that you have included all required documents and information.

DO NOT FILL OUT A SCHOLARSHIP APPLICATION IF YOU ARE LOOKING FOR A SIBLING DISCOUNT OR PAYMENT PLAN.

Both Sibling Discount and Payment Plans can be selected as options at the time of online payment.

Before you turn in your Scholarship Application, make sure you have completed the following:

_____ Family Information Form

_____ Additional Information Form

_____ Student Essay Portion

For Jr. High and High School Applicants only

_____ Letter of Recommendation

_____ Work Study Contract

If awarded a scholarship, you will receive a Scholarship Contract, along with a Scholarship in Installments Contract if needed. Signed contracts are due at Registration.

Scholarship Application - Jr. High and High School Page 1

Family Information

Child's Name: _____

Child's Age: _____

Fathers Name: _____

Father's Occupation: _____

Mother's Name: _____

Mother's Occupation: _____

Address: _____

Child lives with: _____ Mother _____ Father _____ Both Parents _____ Other

Home Phone: (_____) _____ - _____

Cell Phone: (_____) _____ - _____

Primary Email Address: _____

Annual Gross Family Income: _____

Number of members living in household: _____

Applying for:

(Please mark all that apply. You only need to fill out ONE application if you are applying for multiple scholarships throughout the season)

Fall 2016 Show: Narnia

_____ Partial

We can cover \$ _____ of the \$450 Tuition amount.

_____ We can pay the above amount at the time of registration.

_____ We can pay the above amount in 4 installments and will need a Scholarship In Installments Contract

_____ Full *(Please note that applicants awarded Full Scholarship are still required to pay a \$50.00 Costume and Materials Fee)*

Spring 2017 Show: Lion King, Jr.

_____ Partial

We can cover \$ _____ of the \$450 Tuition amount.

_____ We can pay the above amount at the time of registration.

_____ We can pay the above amount in 4 installments and will need a Scholarship In Installments Contract

_____ Full *(Please note that applicants awarded Full Scholarship are still required to pay a \$50.00 Costume and Materials Fee)*

Summer 2017 Show: Guys and Dolls

_____ Partial

We can cover \$ _____ of the \$450 Tuition amount.

_____ We can pay the above amount at the time of registration.

_____ We can pay the above amount in 4 installments and will need a Scholarship In Installments Contract

_____ Full *(Please note that applicants awarded Full Scholarship are still required to pay a \$50.00 Costume and Materials Fee)*

Summer 2017 Summer Theatre Camps: TBA

(Please be aware that we do not offer full scholarship for both camps)

_____ Partial

We can cover \$ _____ of the \$450 Tuition amount.

_____ We can pay the above amount at the time of registration.

_____ We can pay the above amount in 4 installments and will need a Scholarship In Installments Contract

_____ Full *(Please note that applicants awarded Full Scholarship are still required to pay a \$50.00 Costume and Materials Fee)*

Scholarship Application - Jr. High and High School Page 2

Additional Information

Please provide further information regarding your need for Scholarship. Please include anything that might help us better determine your level of financial need. All information provided will be kept confidential within our Scholarship Committee.

Please include at least TWO additional pieces of documentation that show financial need and help the scholarship committee understand your situation. Suggestions include:

(1) Evidence of family income, such as:

- Most recent Federal Tax Return
- (2) Recent pay stubs (within the last 60 days)
- An itemized monthly budget – this is especially helpful for families whose income is higher, but who have heavy expenses

(2) Evidence of Special Circumstances

Documentation corroborating the special circumstances described in the Additional Information section of the application, such as summaries or copies of large medical bills.

(3) Proof of Low Income

Scholarship Application – Jr. High and High School Page 3

Letter of Recommendation Guidelines

Your Letter of Recommendation should be from a non- Haven associated adult. You can ask for a Letter of Recommendation from your teacher, coach, youth pastor, boss, or other instructor. Don't be shy about asking for a letter, but keep in mind that people who write Letters of Recommendation are often very busy- it's best to ask for a letter at least two weeks in advance. Don't forget to ask politely, and to let them know what you are applying for!

Please turn in a **hard copy** of your Letter of Recommendation **with** your Scholarship Application by stapling your Letter to the back (do not paperclip).

*Please do **not** send us a digital copy, or send your Letter of Recommendation separate from your Scholarship Application. If your Scholarship Application arrives without a Letter of Recommendation attached, you will not be considered for a Scholarship.*

Scholarship Application – Jr. High and High School Page 3

Work Study Commitment Contract

If you are awarded a Scholarship as a Jr. Higher or High Schooler, you will be required to participate in our Work Study program.

Partial Scholarship students must complete 15 hours of Work Study, and Full Scholarship Students must complete 30 hours of Work Study.

You will be required to log your hours, and have a Haven staff member sign off for you at the end of each session. Once you have completed your full hourly requirement, you will turn in your Work Study Log to Rachel at the Haven office.

Below are some ways in which Work Study hours can be completed:

Working a Load In or Set Strike for a show in which you are not cast

Staying late during a Load In or Set Strike for a show in which you are cast

Participating in a Work Day (set painting, building, etc.) if you are not called to rehearsal, or for a show in which you are not cast

Teching a show (either on your off night if you are double cast or if you are not in the cast)

Haven South Bay Summer Camp Counselor

Haven Pico Union Summer Camp Counselor

Volunteer at Haven Pico Union Rehearsal on Monday and Friday Evenings

Working Lobby during performance for a show in which you are not cast, or on your off night if you are double cast

Stay after tech rehearsals or performances to help clean

Work at a fundraising event

Etc.

Office work by request only

Please keep in mind that your Work Study hours do **not** count towards volunteer hours for college applications. Your Work Study hours are not volunteer hours; they are your way of paying your tuition in a non-monetary way. You may not count Work Study hours as Volunteer Hours on college applications.

Failure to complete your full Work Study hours will result in ineligibility for future scholarship.

I have read and understand the above requirements regarding my Work Study Hours. If awarded a scholarship, I hereby commit to 15 Work Study hours as a Partial Scholarship Awardee or 30 Work Study hours as a Full Scholarship Awardee. I acknowledge and understand that failure to complete my full Work Study hours will result in becoming ineligible for future scholarship.

X _____ Date: _____
Student Signature

X _____ Date: _____
Parent Signature

If you are awarded a scholarship, you will receive your Work Study Log and Contract along with additional instruction.