**Bitterroot Heritage Academy**

**TUITION ASSISTANCE SCHOLARSHIP APPLICATION**

**OVERVIEW**

Bitterroot Heritage Academy provides two types of scholarship for students:

1. Full tuition waivers for students who have at least one deceased biological parent
2. Partial scholarships for students whose tuition cost is equal to or greater than 5% of their family’s annual gross income.

Subject to the attendance requirements described below, students who receive a full tuition waiver will not be required to reapply for the tuition waiver each year.

Any family applying for a partial scholarship will be required to report their annual gross income in the immediately prior year. If the cost of tuition for one student is equal to or greater than 5% of the family’s annual gross income, they will qualify to participate in the scholarship program. Students receiving a partial scholarship must re-apply for their scholarship on an annual basis.

Students receiving financial aid will be required to maintain good attendance records in order to continue receiving assistance. Good attendance is defined as two or less unexcused absences per month. An unexcused absence is defined as absences which are not authorized by the student’s parent or legal guardian or the school. The following are examples of unexcused absences:

* Leaving school premises without authorization from the school
* Failing to attend class (while remaining on the premises) without advanced permission
* Family trips and vacations for which no prior arrangement have been made with the school
* Other absences not authorized by the school or a parent or guardian

The following types of absences are examples of “excused absences” which shall not count against the student’s scholarship eligibility:

* Family-authorized absences including:
	+ Personal illness
	+ Family emergency or family death
	+ Medical or dental treatment
	+ Other family-related activities approved by the school
* School authorized absences including:
	+ Approved field trips
	+ Interscholastic competitions and events
	+ Other school-related activities approved by the school

Attendance records will be kept by the school’s attendance office and the attendance records of students receiving tuition assistance will be periodically reviewed by the selection committee. If a student incurs two or more unexcused absences in a calendar month, the student’s family will be notified that the student’s eligibility to continue receiving financial assistance has been placed on a probationary status. The probationary period shall last for 90 school days (excluding weekends, scheduled holidays, long weekends, snow days, etc.) commencing on the date when the second absence occurred. During the probationary period, the student must not incur any more than two unexcused absences in a given calendar month. If the student does incur more than two absences in a calendar month, then the student will be notified that they are not eligible for continued financial assistance. The student’s family will then be required to pay full tuition beginning on the first day of the month following the student’s second unexcused absence during the probationary period. A student who lost eligibility for financial assistance due to attendance issues will become eligible to re-apply for financial assistance one calendar year after the assistance was revoked.

We have implemented oversight procedures to ensure that the scholarship funds are used for their intended purposes. We have adopted measures to ensure we make an unbiased selection in the event relatives of members of the selection committee, or of our officers, directors, or substantial contributors apply for our scholarships. Bitterroot Heritage Academy does not discriminate on the basis of race, sex, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

Since the determination of a tuition assistance award is based on the analysis of the information submitted concerning the family’s ability to pay school fees, its important to have the current and accurate information about the family’s financial position. This information is kept in the strictest confidence and is reviewed only by the selection committee. We are very aware of the uncertain economy and all its impact on our families, and we know that a change in your financial situation may occur. Please explain any such circumstance and continue to keep us informed.

Finally, our Tuition Assistance funds are limited. We strive to allocate these funds in the fairest way possible, but depending on allocations to other applicants, your allocation may vary from year to year.

Please complete all of the information on the following pages as completely as possible. Sharing your personal financial information can be uncomfortable, and we want you to know that confidentiality in these matters is of the utmost importance to us. Incomplete applications will not receive consideration. If you have questions or concerns, please feel free to contact Bitterroot Heritage Academy and we will get in you in touch with the appropriate person on the Committee.

**STUDENT INFORMATION**

|  |  |
| --- | --- |
| **Name:** |   |
| **Primary Residence:** | Street: City: State: Zip:  |
| **Grade to Enter:** |   |
| **Enrollment Status:** | [ ]  New Student [ ]  Currently Enrolled Student |

**PARENT/GUARDIAN INFORMATION**

|  |
| --- |
| **Parent/Guardian 1** |
| **Name:** |   |
| **Address:** | Street: City: State: Zip:  |
| **Relation to Student:** | [ ]  Father [ ]  Mother [ ]  Step-parent[ ]  Other:  |
| **Employer:** |   |
| **Years Employed:** |   |
| **Annual Salary:** |   |
| **Additional Income:** |   |
| **Parent/Guardian 2** |
| **Name:** |   |
| **Address:** | Street: City: State: Zip:  |
| **Relation to Student:** | [ ]  Father [ ]  Mother [ ]  Step-parent[ ]  Other:  |
| **Employer:** |   |
| **Years Employed:** |   |
| **Annual Salary:** |   |
| **Additional Income:** |   |

If parents or guardians are separated, divorced, or unusual circumstances apply, please explain them by attaching an additional sheet of paper. If separated or divorced, please give the name of the guardian who claimed the student as a tax dependent. Indicate whether there is an agreement specifying a contribution for the student’s educational expense, and if yes, indicate how much.

Please include the following information as applicable to verify the income reported on the prior page:

* **Pay stub from the past three months.** Must contain your first and last name, income amount, and pay period or frequency of pay with the date of payment. If a pay stub includes overtime, tell us the average overtime amount per paycheck.
* **Self-employment ledger documentation** (can be a Schedule C, the most recent quarterly or year-to-date profit and loss statement, or a self-employment ledger). Must contain your first and last name, company name, and income amount. If you’re submitting a self-employment ledger, include the dates covered by the ledger, and the net income from profit/loss.
* **Social Security Administration Statements** (Social Security Benefits Letter). Must contain first and last name, benefit amount, and frequency of pay.
* **Unemployment Benefits Letter**. Must contain your first and last name, source/agency, benefits amount, and duration (start and end date, if applicable).
* Or, complete a **written explanation of your financial position** which addresses your employment status and income expected from such employment, self-employment income, unearned income (such as inheritances in cash or property, pension or retirement distributions, annuities, interests and dividends, prizes, settlements, and awards, etc.), and if and when your current financial situation is likely to change.

If one or more of the student’s biological parents is deceased, please include a copy of the deceased parent’s death certificate with this application.

Please feel free to attach any other information that you would like us to consider in your application.