

## Financial Aid Information

**To:** CMSS Financial Aid Students/Wait List  
**Date:** May 20, 2015  
**Subject:** Financial Aid Application

All students who receive Financial Aid and who wish to be considered for the 2015-16 school year will need to:

Submit a complete application for Financial Aid/Scholarship

**Deadline for submission: Tuesday, June 30, 2015 at 5 PM**

*Please note:*

*Students who do not complete the application forms will not be eligible for consideration. Funds are limited and applying for financial aid does not guarantee that it will be received.*

*Because funding is limited, priority for financial aid is given to current CMSS students. Financial aid for new students, if available, will be granted based on a first-come, first-served basis, beginning with students who are currently on the 2015/16 financial aid wait list.*

### **CMSS Definition of Financial Aid and Scholarship**

CMSS offers Financial Aid to students in grades K-12 who are 18 years of age and under. There are two types of financial assistance available: need-based financial aid and merit-based scholarships.

#### ***Need-Based Financial Aid Awards***

These awards are based on the following criteria:

- Financial need
- Seriousness of purpose and motivation
- Consistent attendance and progress

Financial Aid awards are given as a specific dollar amount and are valid for the full academic year. Federal tax records from the most recent filing period are required as documentation.

#### ***Merit-Based Scholarship Awards***

Merit-based awards are very limited in number and amount. The teacher must initiate the nomination and application process for a merit-based award.

Criteria used for awarding merit scholarships are:

- Strong potential and motivation in the chosen area of study
- Evidence of exceptional potential and talent in performances
- Ability and willingness to represent the School in public performances and/or competitions
- Exceptional recommendation from the current music teacher

Students who are interested in applying should speak to their instructors. Notification of awards is in writing; merit awards are stated as specific dollar amounts. Awards are valid for the full academic year.

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## CMSS FINANCIAL AID APPLICATION INSTRUCTIONS

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### General Information

CMSS offers financial aid to students in grades K-12 who are 18 years of age and under. Financial aid recipients may receive funding for one lesson, class, or ensemble. Families with more than one child may receive Financial Aid funding for up to two children.\*

### Important Deadlines

Completed Financial Aid Applications for all students must be turned into CMSS by **June 30, 2015 at 5 PM. No exceptions will be made.** Students will be officially notified of financial aid awards by the end of **July**. All students receiving financial aid must formally accept the award and register by the end of **August**. Awards not accepted by this deadline may be reassigned. Enrollment for the full academic year is required.

*Note:* Renewal of awards is not automatic. It is the responsibility of the student or their family to reapply each year.

### Important Information

Students who would like to reserve a preferred time slot with their instructor may make a payment at the original lesson price consisting of a registration fee and a 4 lesson deposit. The deposit will be subtracted from the total tuition if and when the student is allocated funds by CMSS. The remainder of the tuition will be divided into 9 monthly bills dated from September 2015 to May 2016.

A complete Financial Aid Application consists of:

1. **CMSS 2015-2016 Registration Form** (enclosed)
2. **Financial Aid Information Sheet** (attached)
3. **Confidential Financial Information including:**
  - a. Copies of 2014 Federal Tax Returns (FORM 1040) and W2s– mandatory for all applicants.
  - b. Records of non-taxable income such as veteran, social security, AFDC or ADC, or welfare benefits, if applicable.
  - c. Documentation of other pertinent financial information you wish to have considered
4. **Confidential Reference Statements – 2 statements are needed per child** (attached)

\* If you are applying for financial aid for two children, separate **Financial Aid Information Sheets** and **Confidential Reference Statements** are needed for each child, but only one copy of **Confidential Financial Information** materials is needed. Additional forms can be picked up at the CMSS front desk.

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### Information about items 1-4 listed in above box:

1. **CMSS 2015-16 Registration Form:** Please fill out in full.
2. **FINANCIAL AID INFORMATION SHEET:** Please fill out in full.

### **3. CONFIDENTIAL FINANCIAL INFORMATION**

All applicants are required to submit copies of their Federal income tax returns (FORM 1040) and W2s (state returns are not necessary). You may include other supporting financial data (such as private school tuition etc.) with your tax returns.

If parents are married but filing separately, copies of financial information for both parents must be submitted. **Your application is not considered complete until copies of your federal tax returns and W2s are submitted. This means that those applicants who do not submit tax forms by the application deadline will not be considered.** CMSS cannot be responsible for returning forms and supporting documentation. Therefore, applicants should send only *copies* of all tax and supporting material.

*Please note: CMSS cannot make copies of any forms. Copies must be made prior to submission.*

### **4. CONFIDENTIAL REFERENCE STATEMENTS**

These confidential reference statements must be completed by a teacher, coach, instructor, community leader, religious leader or faculty member. They will not be accepted if they are filled out by a family member. All applicants must submit two (2) Confidential Reference Statements. All applicants currently studying at CMSS must have one reference from their CMSS individual instruction teacher.

It is preferable that the second reference also be from a music teacher. However, a reference from an elementary, secondary, or post-secondary school teacher is acceptable. It is important to emphasize to those individuals completing this reference form that it must be submitted by **June 30, 2015 no later than 5pm**. It is preferable that the forms be sent directly to CMSS rather than returned to the scholarship applicant for delivery.

### **IMPORTANT INFORMATION FOR ALL APPLICANTS**

Those students who have made less than satisfactory progress according to teacher evaluation, not registered on time, not submitted their scholarship application on time, and/or not paid any owed balance by prescribed deadlines may be placed on probation or denied financial aid funding outright. Funding for subsequent semesters during the year will be contingent upon the student's ability to meet CMSS standards of good attendance, progress and practice, adherence to CMSS policies and procedures, and availability of funds.

*If financial aid is granted, upon acceptance the applicant must schedule a meeting with the Registrar by calling 413-732-8428 to officially accept the aid and register for the lesson.*

# CMSS FINANCIAL AID INFORMATION SHEET

*To be completed by student or family*

## 1. GENERAL INFORMATION

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Total amount of family members within the family: # of parents: \_\_\_\_\_ # of children: \_\_\_\_\_

Parent/Guardian Names: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Parent/Guardian Cell Phone(s): \_\_\_\_\_ / \_\_\_\_\_

Parent/Guardian Work Phone(s): \_\_\_\_\_ / \_\_\_\_\_

Parent(s) E-mail(s): \_\_\_\_\_ / \_\_\_\_\_

Instrument for which you are applying: \_\_\_\_\_

What length of individual instruction lesson do you intend to register for the 2015-2016 school year?

30 minutes       45 minutes       60 minutes

Please list **all** CMSS classes/lessons you intend to register for in the 2015-2016 academic year.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Optional:** How would you describe yourself?

\_\_\_\_ Native American or Alaskan native      \_\_\_\_ Mexican American      \_\_\_\_ Puerto Rican

\_\_\_\_ Asian, Asian American or Pacific Islander      \_\_\_\_ Black or African American

\_\_\_\_ Latin American, South or Central American, or other Hispanic      \_\_\_\_ White

\_\_\_\_ Other \_\_\_\_\_

## 2. ACADEMIC EDUCATION

School name \_\_\_\_\_

Grade/level as of September 2015 \_\_\_\_\_

What music classes and ensembles do you take at school? (If any)

\_\_\_\_\_  
\_\_\_\_\_

**3. MUSIC EDUCATION**

Is the student currently a CMSS student?  YES  NO

If you are a CMSS student please list all classes/lessons you are currently taking at CMSS and with which instructors:

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For how many years has the student been studying in total? \_\_\_\_\_

For how many years has the student been studying at CMSS? \_\_\_\_\_

Please list repertoire that is most representative of the current level of study:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**4. PERFORMANCE EXPERIENCE**

Do you currently participate in any ensembles such as youth orchestras, church choirs, school band/orchestra or other performing groups? If so, please list them here:

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Please list any contests or competitions you have participated in (and whether you won or placed) during the past year.

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Have you had any solo performances in the last year either in a recital or as a featured member of an ensemble? If so please explain:

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*Please attach any additional information you wish to contribute to this form.*

# CONFIDENTIAL REFERENCE STATEMENT

Name of Applicant \_\_\_\_\_

Instrument/Discipline \_\_\_\_\_

The above named student is applying for a financial aid award at the Community Music School of Springfield. Your comments would be appreciated and considered an important aspect of this application process. Please complete this form carefully. All information you provide will be treated confidentially.

**1. How long have you been acquainted with the applicant?**

\_\_\_\_\_

**2. Has the applicant maintained sincere interest in his/her studies? Please describe 3 examples.**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**3. Comment on any other qualities of the applicant and provide your opinion of the applicant's promise in the future. (Attach an additional page, if necessary.)**

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## For Music Instructor only

**4. At what level is this student currently studying? Circle one.**

**Beginner**

**Intermediate**

**Advanced**

**5. Do you have a recommendation for the most appropriate length of a private lesson? List length of lesson recommended.**

\_\_\_\_\_

\_\_\_\_\_

**6. Please indicate your personal rating of the applicant using a scale of 1-10, where ten is the highest rating; 1 is the lowest. Please use only the numbers 1 through 10, no fractions or decimals. If you feel you have no basis to judge certain criteria write N/A.**

Dependability	
Initiative	
Cooperation	
Musical Talent	
Independent of Training	
Technique	
Musical Creativity	
Artistic Interpretation	
Musicianship	
Overall Impression	

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail  
Address \_\_\_\_\_

**Please return this Reference Form to:**

**Community Music School of Springfield  
FINANCIAL AID  
127 State Street  
Springfield, MA 01103  
Phone: 413-732-8428  
Fax: 413-788-7270**