

HOPKINS HOUSE

FOUNDED 1939

A Center for Children and their Families

RULES GOVERNING THE HOPKINS HOUSE TUITION ASSISTANCE PROGRAM

Effective July 1, 2007

1. The Hopkins House Resource & Alumni Affairs Committee shall review all applications and determines scholarship recipients and the amount of grants. Hopkins House staff may not vote or influence the Committee's decision, but may provide information to the Committee as requested.
2. Scholarships shall be granted in the name of the child enrolled at Hopkins House, although the application is submitted by the child's parent or legal guardian.
3. The child must be enrolled in the Hopkins House Preschool Academy for at least 3 months before they are eligible to receive a scholarship.
4. The Parent/Legal Guardian must provide evidence that s/he has actively sought other financial support, including applying for government assistance and child support, where applicable, and been declined such support.
5. Tuition payments to the Academy may not be in arrears at the time of application or at any time while tuition assistance is provided.
6. In order to be considered, an applications must be complete, include a written statement of compelling need, proof of income, and any additional required documentation, and submitted during the month prior to a scheduled meeting of the Resource Development & Alumni Affairs Committee.
 - a. Prior to the Committee meeting, a member of the Committee shall contact the parent or legal guardian for an interview. Following the interview, and based on his or her findings, the Committee member shall make a recommendation to the Committee.
 - b. The President or his delegate shall notify the parent/legal guardian of the Committee's decision.
 - c. Decisions of the Committee may not be appealed.
7. A Child may receive up to \$6,500 in total tuition assistance over 12 months. Scholarships may be smaller, but not larger than this amount.

8. Scholarship grants may not be given for 100% of the tuition. The Parent/Legal Guardian is required to contribute at least \$25/week toward tuition.
9. Scholarships shall be granted in periods of three months, and may be renewed up to a total of 12 months.
10. At the end of each three month period, the Parent/Legal Guardian shall be required to update his/her scholarship application, including financial status, before a scholarship may be considered for renewal. Tuition payments may not be in arrears at the time of renewal.
11. The Parent/Legal Guardian is required to attend scheduled “Managing Our Money” (M.O.M.) Project meetings. A Parent/Legal Guardian failing to attend two consecutive meetings in a given month automatically forfeits their child’s scholarship for that month and is liable for payment of the full tuition for that month.
12. At its discretion, and by affirmative vote of two-thirds of its members, the Committee may suspend Rule #3, #7 and/or #9 in individual cases, for reasons of emergency or extra-compelling need.



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