



## **PRESCHOOL SCHOLARSHIP RULES**

**Updated: July 1, 2023**

- 100. *Scholarship Committee:*** Under authority granted by the Hopkins House board, the Scholarships & Recognitions Committee shall review all applications, decide scholarship recipients, and determine the amount of award on behalf of the Trustees. Submission of an application (new or renewal) is not guaranteed to be approved. Each case is evaluated on an individual basis.
- 101. *Role of Staff:*** Hopkins House staff shall have no vote or influence in determining scholarship recipients but shall work with applicants to ensure that their applications comply with the rules and guidance provided by the Committee.
- 102. *Recipient:*** Scholarships shall be granted in the name of the child enrolled at the Hopkins House Preschool Academy, although the application is submitted by the parent or legal guardian.
- 103. *Prior Enrollment:*** The child shall have been enrolled in Hopkins House Preschool Academy for at least three (3) consecutive months prior to eligibility for scholarship consideration.
- 104. *Current Tuition:*** Tuition payments to the Hopkins House Preschool Academy shall not be in arrears at the time of application or at any time while scholarship tuition assistance is provided.
- 105. *Duplication of Support:*** Children receiving other forms of tuition assistance shall be deemed ineligible for a Hopkins House scholarship. Should other tuition assistance be awarded after the start date of the scholarship, the parent or legal guardian shall immediately notify Hopkins House to terminate the scholarship retroactive to the date of the start of the alternative tuition assistance.
- 106. *Other Tuition Assistance:*** The parent or legal guardian shall provide evidence that s/he has actively sought other financial support, including applying for government childcare tuition assistance, and been declined such support.
- 107. *Application Deadline:*** To be considered, an application shall include all required documentation and be submitted at least three weeks prior to a scheduled meeting of the Committee of the month in consideration.
- 108. *Appeal:*** Applications declined for a Hopkins House scholarship may be appealed, provided such appeal is made in writing, within one (1) month of the date of the committee meeting at



which the denial was decided. Appeals shall be made in writing and include documented evidence of a "major life change" event affecting the financial circumstances of the family and previously unknown to the committee. Only one appeal may be made within a 12-month period. Scholarship award amounts are final and may not be appealed.

109. *Period of Scholarship:* Scholarship awards shall be granted for a period of no less than six (6) months and may be renewed up to four consecutive years (48 months).
110. *Maximum Scholarship Amount:* Scholarships shall not be given for more than 70% of the tuition. No parent/legal guardian shall be awarded a scholarship greater than this amount, regardless of their financial circumstances.
111. *Renewal:* At the end of each scholarship period, the parent/legal guardian shall be required to update and submit his/her scholarship application, including financial status, before a scholarship may be considered for renewal. If renewed, the scholarship amount shall be reduced by at least 5 percent from the prior scholarships amount. Tuition payments may not be in arrears at time of renewal.
112. *Financial Literacy Workshops:* The parent/legal guardian shall attend financial literacy seminars, when they are offered, and actively participate in the Academy Parents' Council. Documentation of this requirement shall be considered in determining renewal of scholarship.
113. *Volunteer Hours:* The parent/legal guardian shall volunteer in a documented activity at Hopkins House for up to 4 hours monthly. Documentation of this requirement shall be considered in determining renewal of scholarship.
114. *Amendment of Rules:* Only the Trustees, upon request of the Scholarships & Recognitions Committee, may amend these rules.