



**TUITION ASSISTANCE FORM FOR ACADEMIC YEAR 2022-2023**  
(Summer 2022, Fall 2022 & Spring 2023)

Dear Applicant:

The Community Music School of Webster University can provide tuition assistance to cover partial tuition expenses for students demonstrating financial need. Tuition assistance is awarded for individual lessons, classes and ensembles during the 2022-23 academic year (June 2022- May 2023).

- Tuition assistance is NOT awarded retroactively. Students enrolled in lessons, classes or ensembles before they are granted aid are responsible for the normal tuition rates up to the date the aid is granted by an award letter.
- New applications must be submitted for each academic year (begins summer semester). If an award is granted for only one semester it is the student's responsibility to submit an updated application for the following semester.
- Tuition Assistance is granted based on documented need and does not discriminate based on race, color, creed, nationality, ethnic origin, sex, age or handicap. Tuition Assistance may be denied if there is a lack of enough documentation of need.
- Please remember:
  - Tuition Assistance for individual lessons is only granted for one instrument per student for a specific lesson length for the academic year.
  - Tuition Assistance may also be granted for a student's ensemble. The request must be noted on the application.
  - The application may be submitted before students are accepted into ensembles or before they have been registered for individual or Suzuki lessons, or before they receive a class confirmation for a Kindermusik/ Young Years class.
  - Funds are allocated based on the date the application is received.

To apply for tuition assistance, complete, sign and return the application and documentation. The signature indicates the family agrees to the condition of the application,

Sincerely,

Kenneth Lederle  
Assistant Director- Registration  
Community Music School of Webster University

**Return completed applications to the attention of Community Music School Assistant Director.**

MAIL: 470 Lockwood St. Louis, MO 63119

FAX: 314-246-7947

EMAIL: [kennethlederle68@webster.edu](mailto:kennethlederle68@webster.edu)



## TUITION ASSISTANCE FORM FOR ACADEMIC YEAR 2022-23

**\*PLEASE SUBMIT ONE FORM PER STUDENT\***

Date Submitted: \_\_\_\_\_

(Office Use Only) Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_

### Student Information

**Name of Student:** (First) \_\_\_\_\_ (Last) \_\_\_\_\_

**Birthdate:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Adult Student's Work Phone:** (\_\_\_\_\_) \_\_\_\_\_

**Assistance Requested** (check all that apply):  Summer 2022  Fall 2022  Spring 2023  McKinley 22/23  
 Individual Lessons  Suzuki Strings  Young Years/Kindermusik  Orchestra/Ensemble

**Instrument:** \_\_\_\_\_ **Ensemble** (if applicable): \_\_\_\_\_

**Individual Lesson Length** (if applicable):  30 min  45 min  60 min

**CMS teacher(s)** (if known): \_\_\_\_\_

### Parent/Guardian Information

**Name(s) of Parent(s)/Guardian:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Work Phone:** (\_\_\_\_\_) \_\_\_\_\_

**List of names of all wage earners in household** (Be sure that official proof of income is attached for all wage earners):  
 \_\_\_\_\_

**Total Family Income (GROSS) LAST tax year:** \_\_\_\_\_

**Anticipated Family Income (GROSS) THIS tax year:** \_\_\_\_\_

**Medical & Educational\* Expenses LAST tax year** (must include documentation): \_\_\_\_\_

**Anticipated Medical & Educational\* Expenses THIS tax year:** \_\_\_\_\_

**Please list any special circumstances you think should be considered in evaluating needs:**  
 \_\_\_\_\_

**List all dependents *other*** than student named above: \_\_\_\_\_

\*Educational expenses: do not include college or private/parochial school tuition.

**Continued on back**

**Check off all the proofs of income you have attached:**

**Your 2021 Federal Tax Return 1040 (or 1040EZ, etc.).** All wage earners in the household must submit a copy of their federal tax return.

**OR**

**If the total adjusted gross income of all household wage earners falls below \$24,000, all other types of household support must be documented with copies of official award letters clearly stating amount and dates of awards.**

- Official proof of social security income
- Official proof of widow's/survivor's pension
- Official proof of unemployment compensation
- Official proof of child support or alimony income
- Official proof of TANF or SNAP income
- Official written evidence of annual income from your employer or an authorized government agency
- Written documentation of all other forms of household financial support.

**AND**

**Written documentation of changes in your financial situation that occurred after filing tax return**

**Applications for Tuition Assistance will not be considered unless all requested information is submitted.**

**READ BELOW CAREFULLY BEFORE SIGNING -**

I certify that the above information is accurate, and that falsification of any information will result in the cancellation of any tuition assistance.

If we are awarded tuition assistance, I agree that:

- I/my child must abide by the school policies published in the CMS Student Handbook and online, and
- Tuition assistance may be withdrawn from any student who does not maintain a record of satisfactory attendance, cooperation, endeavor, or achievement, and
- **I will pay my portion of our tuition and fees in full by the final payment due date for each semester (Summer: August 1, Fall: December 1, Spring: May 1), or my award may be in jeopardy, and**
- **I will return the re-enrollment forms by the due dates; if I do not, my award for that semester is in jeopardy.**

\_\_\_\_\_  
(Signature of Parent/Guardian or adult student)

\_\_\_\_\_  
(Date)

**(For Office Use Only)**

Sufficient documentation?  Yes  No      If *NO*, date of communication with applicant: \_\_\_\_\_

Tuition assistance Granted?  Yes  No      Date: \_\_\_\_\_

Waitlist deferred: \_\_\_\_\_

Teacher Recommendation (Attach teacher evaluation.): \_\_\_\_\_ Yes \_\_\_\_\_ No

Income set at: \_\_\_\_\_ Amount of Award: \_\_\_\_\_% **or OTHER:** \_\_\_\_\_

Recipient notified: \_\_\_\_\_ date (Attach letter or copy of e-mail)

Comments: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_