

**Presbyterian Church of Jackson Hole
Little Lambs Tuition Assistance Program
2019-2020 school year**

Dear Scholarship Applicant,

The intent of the PCJH Little Lambs Tuition Assistance Program is to provide financial assistance to families that might not otherwise be able to afford the full cost of high-quality child care. The assistance is granted in the form of partial tuition scholarships, contingent upon need and the availability of funds. Typically, up to a 25%-50% discount is awarded.

A copy of the Tuition Assistance policy is attached for your information.

Please fill out your application completely and submit the following items with your application.

Your most recent pay stubs for your working mother, father and/or guardian

Prior year's tax return

Unemployment income statements (if applicable)

Child support and/or alimony (if applicable)

Completed monthly bill statement (attached)

Other Interest, gift or other income

Completed application may be dropped off to the church office or it may be mailed to:

Presbyterian Church of Jackson Hole
Attn: Little Lambs Director
P.O. Box 7530
Jackson, WY 83002

You will be informed verbally followed by a written confirmation of the decision regarding your application and request as soon as it has been processed and reviewed.

If you have any questions, please call Amanda Lack at (307) 734-0388 ext. 111 or email: alack@pcjh.org

Little Lambs Tuition Assistance Program

Policy Statement

It is the intent of PCJH to provide financial assistance to children based on family eligibility. Financial assistance is granted in the form of partial scholarships, contingent upon need and the availability of funds. Determination of eligibility and the amount of the Tuition Assistance granted is by the families documented need and a sliding scale based on net income. Final decisions will be made by the Little Lambs Tuition Assistance Committee.

The following guidelines are used for this determination:

1. Eligibility for special circumstances is determined on a case-by-case basis, taking such factors into consideration such as job loss, illness, death, non-working parent in home or other situations that affect the family's ability to pay.
2. All program participants will be re-qualified before every summer program and must submit current financial documentation at that time. Participants must report any changes in income or family status to the Director of Little Lambs at the time of the change.
3. Applications will be kept on file for one year. Re-application is needed every year.
4. Scholarships will be granted based on families documented need and following a sliding income scale.

Application

Applications are available from the church office or online at pcjh.org. All applications must be completed thoroughly and accurately. Records will be kept confidential. Incomplete applications will not be processed.

Selection Process

The Tuition Assistance Committee will make the decision of scholarship amount by weighing individual need, number of total applicants and funds available. Applicants will be notified verbally as well as by written confirmation.

Eligibility

Income Eligibility-Family income includes all sources: wages, spousal/child support, unemployment and any other source of income. A household is defined as a group of related or non-related individuals who are living as one economic unit and sharing both income and living expenses.

**Presbyterian Church of Jackson Hole
Little Lambs Tuition Assistance Program Application**

Name of Person Completing Form: _____

Child Information

Child's Name: _____ Date of Birth: _____

Program: _____

Child's Name: _____ Date of Birth: _____

Program: _____

Family Information

Mother/Guardian Name: _____

Address: _____ Living with Child Y N

Home Phone _____

Employer: _____ Work Phone _____

Father/Guardian Name: _____

Address: _____ Living with Child Y N

Home Phone _____

Employer: _____ Work Phone _____

Other Dependents: _____

Total Little Lambs or Summer Camp tuition paid last year: _____

Little Lambs or Summer Camp Tuition to be paid this year: _____

Please attach any pay stubs, W2 forms, unemployment check copies, tax return, etc.

Statement of need (including the amount of tuition assistance you are requesting):

Initials _____

Little Lambs Scholarship Application
Pg 2 of 2

Expense	Cost Per <u>Month</u>
Rent/House Payment	
Food/Groceries	
Electric/ Gas	
Water	
Phone (Landline & Cell)	
Cable	
Medical/Dental	
Medical Insurance	
Transportation (gasoline/bus etc)	
Auto Insurance and Licensing	
Clothing	
Entertainment	
Misc. Personal	
Credit Card	
Other	
Other	
Other	
Other	

Income	Amount Received Per Month
Salary/Wages (NET)	
Child Support	
Social Security/Disability	
Insurance Settlements	
Housing Assistance	
Unemployment Income	
Other Income	

Signature of Person Completing Application

Date

Phone:
307-734-0388 x111
Fax: 307-734-0220

Please submit form to: PCJH ~ Little Lambs Director
PO Box 7530
Jackson, WY 83002