I CAN DO THAT!

PERFORMING ARTS CENTER

Tuition Assistance Fund: Policies and Procedures

I. Tuition Assistance Purposes

1. **Purpose**. I Can Do That! Performing Arts Center (ICDT!) maintains a Tuition Assistance Fund to help make ICDT! programming more accessible to families who demonstrate financial need. Tuition Assistance is awarded based on established criteria, ICDT!'s scoring and evaluation process, and the availability of Tuition Assistance funds.
2. **Compliance**. ICDT! is committed to administering Tuition Assistance in a fair, consistent, and nondiscriminatory manner. All awards will be made in accordance with the policies, procedures, and eligibility criteria established in this document and applicable legal and regulatory requirements. The Board of Directors ("BOD") maintains oversight of the Tuition Assistance program and may review and revise these policies and procedures as needed. ICDT! will maintain appropriate records related to Tuition Assistance awards in accordance with applicable requirements.

II. Application Process

1. **Publicity**. ICDT!'s Tuition Assistance Policy and Application Form will be made available on the ICDT! website for interested families and members of the community.
2. **Eligibility**. Tuition Assistance is available to participants under the age of 18 who live within 50 miles of the Center and demonstrate financial need that may otherwise limit their ability to participate in ICDT! programming. Directors and officers of ICDT!, substantial contributors, and their immediate family or household members are not eligible for Tuition Assistance.
3. **Application Period**. Tuition Assistance applications are accepted on a rolling basis throughout the year for eligible ICDT! classes, productions, and other approved programming.
4. **Application Process**. Families must complete ICDT!'s current Tuition Assistance Application and provide all required information and supporting documentation. Applications should be submitted according to the instructions provided on the ICDT!s website and within the required application timeline.
5. **Incomplete or Inaccurate Applications.** If an application is incomplete or additional information is needed, ICDT! may contact the applicant and provide an opportunity to submit the missing or corrected information. Applications will not be considered complete or eligible for review until all required information has been received.

I. **III. Selection**

1. **Nondiscrimination**. ICDT! is committed to administering its Tuition Assistance program in a fair and nondiscriminatory manner. Tuition Assistance decisions will be made without discrimination based on race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, marital or pregnancy status, disability, or any other characteristic protected by applicable law. Members of the Tuition Assistance Review Committee are expected to conduct the review and decision-making process fairly and without bias. Any concerns regarding potential bias or discrimination in the Tuition Assistance process should be reported to the Board of Directors for review. If the Board determines that an individual has acted in a biased or discriminatory manner, appropriate action will be taken, including removal from the Tuition Assistance review or decision-making process when necessary.
2. **Tuition Assistance Criteria**. Tuition Assistance is awarded based on demonstrated financial need and the availability of Tuition Assistance funds. Considerations may include, but are not limited to, household financial circumstances, unexpected financial hardship, and other family circumstances that may affect a family's ability to afford tuition.
3. **Review of Applications**. Applications will be reviewed by the Tuition Assistance Review Committee. Each application will be considered fairly and consistently based on the established Tuition Assistance criteria and without discrimination based on protected characteristics.
4. **Scoring of Applications**. The Tuition Assistance Review Committee will evaluate each application using an established scoring system and selection criteria. Each application will receive a score based on the information provided, which will help determine eligibility and the level of Tuition Assistance awarded. Final awards will be determined based on the application score, individual circumstances, and available Tuition Assistance funding at the time of review.

I. **IV. Awarding of Tuition Assistances**

1. **Award Determination.** . The Tuition Assistance Review Committee will evaluate each application using the established scoring system. Application scores will help determine the appropriate Tuition Assistance giving level based on each family's demonstrated need and circumstances.
2. **Available Funding.**. Tuition Assistance awards are subject to the availability of funds at the time of review. Award amounts may be adjusted based on available funding, the number of qualifying applicants, and the overall needs of families requesting assistance.
3. **Final Approval**. Tuition Assistance awards will be approved in accordance with ICDT!s established Tuition Assistance procedures and available funding.
4. **Notification**. Applicants will be notified of the Tuition Assistance decision and, if approved, the level or amount of assistance awarded.
5. **Delivery of the Tuition Assistance Awards**. Tuition Assistance funds will be applied directly by ICDT! toward the approved participant's eligible tuition and program fees. Tuition Assistance funds will not be distributed directly to recipients.
6. **Changes in Enrollment**. By accepting Tuition Assistance, families are making a commitment to participate in the approved program(s). Tuition Assistance awards are non-transferable and apply only to the approved child(ren), program(s), and session(s). If a participant withdraws or enrollment circumstances change, any unused Tuition Assistance may be adjusted or returned to the Tuition Assistance Fund and made available

to support other families. Any changes to an approved award or enrollment must be reviewed and approved by ICDT!.

Applicant Acknowledgment: By submitting this Tuition Assistance Application, I confirm that I understand the purpose and application process for Tuition Assistance. I certify that the information provided in my application is complete and accurate to the best of my knowledge.