



# The Music Institute Financial Aid Application: February-May 2024

## *Division of Workforce, Career, and Community Education*

### *Howard Community College*

Please read and complete the application form in its entirety and return it to the Workforce, Career, and Community Education (WCCE) Office. Funds will be distributed based on eligibility on a first come first serve basis. We will contact you regarding your eligibility for financial assistance. All decisions are contingent upon the availability of funds.

### **CRITERIA FOR ELIGIBILITY**

1. Resident of Howard County for at least 3 months (proof of residency required)
2. For students of The Music Institute.
3. *Not* receiving tuition assistance from any other source (employer, social security, senior citizen waiver, etc.) , including previous scholarship awards from The Music Institute.
4. Low-to-moderate income (proof of all types of income is required)
5. Only two scholarships per family will be awarded.
6. The TOTAL FAMILY INCOME of the Financial Supporter must not exceed:

---

Family Type	Maximum Income Allowed
1 person	\$42,600
2 people	\$48,700
3 people	\$54,800
4 people	\$60,850
5 people	\$65,750
6 people	\$70,600
7 people	\$75,500
8 people	\$80,350

### **WHAT COUNTS AS INCOME?**

- Wages
- Unemployment benefits
- Child support
- Food stamps
- Alimony
- Aid to Families with Dependent Children (AFDC)
- Temporary Cash Assistance
- Any payment received for housing foster children
- Any income from a parent, relative, or other person who supports you if you are claimed as a dependent on their income tax form *OR* if you file a joint income tax form *OR* if they are providing housing, food, and living expenses to you. (You must include his or her income as part of your total income.)

## REQUIRED DOCUMENTS

You are required to provide **proof of income and residency**. We need copies of the following with your application:

- 2023 Federal Income Tax Return
- 2 most recent pay stubs
- All documented forms of income (i.e. food stamps, alimony, etc.)
- Proof of residency (an envelope mailed to your Howard County address) bill/rent etc
- Letter of support of petition for financial aid from the instructor
- If you did not file taxes for 2023 and are unemployed, please complete *LETTER OF FINANCIAL SUPPORT* below:

## LETTER OF FINANCIAL SUPPORT

<b>Name of Financial Aid Applicant:</b>	
<b>Name of Financial Supporter (if applicant is a minor):</b>	
<b>Relationship of Financial Supporter to Financial Aid Applicant (if applicable):</b>	
<b>Yearly Income of Financial Supporter:</b>	
<b>Number of persons the Financial Supporter supports including the financial aid applicant:</b>	

I certify that I, the financial aid applicant, am not currently working or receiving government assistance, and I receive financial support in the way of housing, food, and living expenses from my financial supporter listed above.

*Signature of Financial Aid Applicant*

*Date*

*Signature of Financial Supporter (if applicant is a minor)*

---

*Date*

---

### **EXPECTATIONS OF STUDENT RECEIVING FINANCIAL ASSISTANCE**

- The Student/Financial Supporter is required to pay any portion of the tuition/fees not covered by financial aid. Immediately after registering, proceed to the cashier's office and present the voucher along with your portion of payment. If you do not present your voucher within 24 hours, you will be dropped from the class.
- Complete all required registration paperwork.
- Arrive on time and attend at least 60% of scheduled classes. Students who do not complete courses are not eligible for future noncredit financial aid.
- Exhibit exemplary behavior and participate in class.
- Follow all Howard Community College and The Music Institute policies and procedures.
- You may be asked to attend a donor event or write a letter of appreciation to the donor who funded your scholarship.

### **REGULATIONS**

- A student must be in good standing with the HCC business office to receive noncredit financial aid.
- A student who previously received noncredit financial aid must have successfully completed the courses for which he or she received the assistance.
- Financial assistance will cover up to three sessions of lessons. The student/financial supporter is responsible for purchasing special supplies when asked by the instructor.
- Noncredit financial aid can only be used for the specific course and section approved by the Division of Workforce, Career, and Community Education-it is not transferable.

### **THE MUSIC INSTITUTE SCHOLARSHIP GUIDELINES**

- Scholarships from The Music Institute General Scholarship Fund are intended to assist families experiencing a short-term financial hardship situation.
- A one-time scholarship for an individual student may be granted for up to three consecutive sessions, a term of 14-16 weeks.
- The scholarship will cover up to 30% of the cost of the tuition for music lessons.



- A scholarship may be granted to one additional family member, for a maximum of \$700 per family.
- Scholarships are applied toward tuition only, not fees.

## APPLICATION FOR NONCREDIT FINANCIAL ASSISTANCE

Please Print in Ink.

<b>HCC Student ID#</b> <i>If current HCC student</i>							
---	--	--	--	--	--	--	--

Student Name: **First** \_\_\_\_\_ **Middle Initial** \_\_\_\_\_ **Last** \_\_\_\_\_

Parent/ Guardian (if applicable) Name: **First** \_\_\_\_\_ **Middle Initial** \_\_\_\_\_ **Last** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Apt/Unit#** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Responsible Party Phone:** \_\_\_\_\_ ☐ Home ☐ Cell

**Responsible Party Email Address:** \_\_\_\_\_

**Student Birth date:** \_\_\_\_\_ **Number of family members in household:** \_\_\_\_\_ **Adults** \_\_\_\_\_ **Children** \_\_\_\_\_

Have you or a member of your immediate family ever received *noncredit* financial aid from Howard Community College? ☐ Yes ☐ No

If yes, which family member \_\_\_\_\_

2023 Income		2024 Income (Estimate)	
<b>Total Family Income for 2023</b> (The amount of wages on your W2 form if you filed taxes)	\$	Total Family Wages	\$
		Unemployment Income	\$
		Child Support/Alimony	\$
		Rental Assistance	\$
		Food Stamps	\$
		Temporary Cash Assistance	\$
		Other Income	\$
			<b>*Est. Total Family Income for 2024</b> <i>*If you are claimed as a dependent by a parent(s) or anyone else, you must include their income.</i>

**I WANT TO REGISTER FOR THE FOLLOWING COURSE(S):**

Instructor	Index	Course Number	Course Title	Start Date	Tuition
------------	-------	---------------	--------------	------------	---------

[illegible]

## **PLEASE READ AND SIGN SIGNATURE PAGE**

I certify that the information in my application is true and correct. I give the Workforce, Career, and Community Education Office permission to release my name, address, and telephone number to the HCC Education Foundation. I understand that the student must attend 60% or more of the classes to keep financial aid for a noncredit class. If the student misses more than 40% of a class, I must pay all the tuition and fees for the class or classes in which the student has enrolled. HCC may bill me for the amount I owe.

**Financial Supporter Signature (if student is a minor)**

**Date**

---

---

**Student Signature**

**Date**

---

---

**Financial Aid Officer Signature**

**Date**

---

---

ENTER STUDENT NAME and NAME OF FINANCIAL SUPPORTER (IF STUDENT IS A MINOR) AS SIGNATURE  
It is understood and agreed upon that a typed name or digital signature will hereby act as a handwritten signature.

Email this form with copies of all required documentation to [noncreditfinaid@howardcc.edu](mailto:noncreditfinaid@howardcc.edu)

<b>Questions? Call 443-518-4940 or email <a href="mailto:tmi@howardcc.edu">tmi@howardcc.edu</a>.</b>
--