

# Scholarship Policy

The Friends of Sharon Art Studio provide a limited number of full and partial scholarships for students in need of financial assistance. Scholarship applicants must register online at [www.sfreconline.org](http://www.sfreconline.org) and pay the class fee at that time. **Non-registered students are not considered for scholarships.** If the scholarship request is approved, the applicant will receive notification by mail within one month of the deadline. Reimbursement checks are mailed with the notification unless the course begins later in the session, in which case reimbursement checks are withheld until the drop period has passed.

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## FRIENDS OF SHARON ART STUDIO (FOSAS) SCHOLARSHIP POLICY

- **SCHOLARSHIP REQUEST DEADLINES FOR 2012 ARE AS FOLLOWS:**

<i>Winter Session:</i>	<i>Scholarship requests due</i>	<i>01/27/12</i>
<i>Art in the Park:</i>	<i>Scholarship requests due</i>	<i>06/01/12</i>
<i>Spring Session:</i>	<i>Scholarship requests due</i>	<i>04/06/12</i>
<i>Summer Session:</i>	<i>Scholarship requests due</i>	<i>06/29/12</i>
<i>Fall Session:</i>	<i>Scholarship requests due</i>	<i>9/28/12</i>

- Scholarships will be granted based upon eligibility (see restrictions listed below) and demonstration of need. Once the first round of grants is made based upon these determinations, remaining eligible applications will be granted as funds permit. In the event that there are more eligible requests than there are funds in any given cycle, applicants will be selected at random from the full applicant pool. The number of scholarships awarded is determined by the approved budget allocation for each session.
- **RESTRICTIONS: Scholarships are limited to 1 request per applicant per session.** Individuals may request no more than 2 full scholarships or 4 partial scholarships over the course of 1 year. A year is equivalent to four consecutive sessions. If you receive the maximum scholarship awards during the course of a year, the following year your request/s will be considered after new requests have been awarded. **SCHOLARSHIPS DO NOT COVER MATERIALS FEES.**

### TO APPLY FOR A SCHOLARSHIP:

1. Obtain a scholarship request form from a staff member or at [www.sharonartstudio.org](http://www.sharonartstudio.org). The form should be filled out by an adult student, or by the parent/guardian of a child/youth student.
2. **Complete the form and application.** Detail of need statement plays a strong part in determining who will receive a scholarship.
  - **Partial Scholarships** - write a letter explaining your need for financial assistance.
  - **Full Scholarships** – write a letter explaining your need for financial assistance and **enclose an official document that describes your financial situation** (such as a copy of last year's tax return, a document from a social service agency, etc.)
3. **Return completed scholarship form and support materials to an instructor or the Executive Director of FOSAS or mail to FOSAS, 1032 Irving Street #520, SF, CA 94122 – Attn: Scholarships**

### TO SUMMARIZE:

- Documents must be RECEIVED by the deadline to be eligible for consideration.
- Partial scholarship: (1) written letter; (2) scholarship form.
- Full scholarship: (1) written letter; (2) scholarship form; (3) substantiation of income.

If you have questions, please call (415) 753-7005 for assistance.

Reverse side – Scholarship Request Form

Student Name (print clearly): \_\_\_\_\_ Date: \_\_\_\_\_

*If student is a minor,*

Name of person to receive reimbursement check: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ (home) \_\_\_\_\_ (work/other)

Your signature: \_\_\_\_\_

**I am requesting a scholarship for the following class:**

Class Title: \_\_\_\_\_ Class Code: \_\_\_\_\_

The class fee for this class is: \$ \_\_\_\_\_

***NOTE: Scholarships are not applicable to Operations or Materials fee. If you require assistance with either materials fees or purchasing materials for class, please speak with someone in the Sharon Art Studio office – limited assistance may be available on a case to case basis.***

- I would like to receive a:
- 25% scholarship (attach a letter to this form--see policy sheet on back)
  - 50% scholarship (attach a letter to this form--see policy sheet on back)
  - full scholarship (attach a letter **AND** substantiation to this form--see policy sheet on back)

This class is in the:

<input type="checkbox"/> Spring	<input type="checkbox"/> Fall	Year: _____
<input type="checkbox"/> Summer	<input type="checkbox"/> Winter	

This is a request for a:

- Youth (indicate age): \_\_\_\_\_
- Adult (age 18 - 61)
- Senior (age 62+)

For office use:

FOSAS approved: \_\_\_\_\_ FOSAS signature

Date approved: \_\_\_\_\_ Scholarship amount: \$ \_\_\_\_\_

Check #: \_\_\_\_\_ Issued by: \_\_\_\_\_