



TIGARD PLAYSCHOOL, INC.

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SCHOLARSHIP POLICIES & PROCEDURES

PURPOSE

Tigard Playschool, Inc. (TPI) established a scholarship program, administered by the Scholarship Review Committee (SRC), to help new families who are unable to afford full tuition join the school and to assist members who undergo financial hardship continue enrollment.

USES

TPI awards scholarship funds for tuition only, requiring fundraising commitments and registration fees from all members. However, TPI will refund registration fees if a scholarship application is denied and the family decides to withdraw within two weeks of denial notification.

SOURCES

A grant from the City of Tigard funds TPI's current scholarships, with grant income offsetting the decrease in tuition 100%. If TPI depletes the current scholarship grant before obtaining a new one, the Board must offer scholarships directly from operating income and adjust the budget accordingly, likely reducing available funds.

QUALIFICATIONS

To ensure consistent, fair treatment across scholarship applicants, TPI refers to the U.S. Department of Housing and Urban Development (HUD)'s median income for the Portland-Vancouver metropolitan area as objective income criteria (see chart below). HUD defines "low" income as 30% of the median. For periodically updated information, please visit the source at: http://www.pdc.us/housing_services/resources/median_family_income/default.asp:

Household Size	30%	40%	50%	60%	80%	100%	120%	150%
	14,700	19,600	24,500	29,400	39,200	49,000	58,800	73,500
2	16,800	22,400	28,000	33,600	44,800	56,000	67,200	84,000
3	18,900	25,200	31,500	37,800	50,400	63,000	75,600	94,500
4	21,000	28,000	35,000	42,000	56,000	70,000	84,000	105,000
5	22,700	30,240	37,800	45,360	60,500	75,600	90,720	113,400
6	24,350	32,480	40,600	48,720	64,950	81,200	97,440	121,800
7	26,050	34,720	43,400	52,080	69,450	86,800	104,160	130,200
8	27,700	36,960	46,200	55,440	73,900	92,400	110,880	138,600

(Based on the HUD Portland Median Income as of March 23, 2009: \$70,000 for a family of four).

EXPECTATIONS

TPI expects applicants to review their income and expenses before applying and throughout the year, making tuition a top priority and informing the SRC immediately if financial circumstances improve.

TPI requires families receiving scholarships to make the same contributions of parent helping, fundraising, committee work, etc. as all other members of the parent cooperative, as detailed in the Parent Handbook.

PROCESS

1. Family completes registration forms and pays a \$55 registration fee (required prior to consideration).
2. Family submits a scholarship application to the SRC at the address above or place one in the Treasurer's folder by July 1 to be considered for the first quarter, October 1 to be considered for the second quarter, or January 1 to be considered for the third quarter (see chart below).

Due date	Period
July 1	1 st quarter, beginning September 1
October 1	2 nd quarter, beginning December 1
January 1	3 rd quarter, beginning March 1

3. TPI sends written notification to the family of the SRC's decision a month before the applicable quarter begins.
4. As a part of the quarterly review to determine whether the family remains qualified to receive scholarship funds: family completes and submits Scholarship Renewal Form; SRC assesses:
 - a. Fulfillment of parent teaching obligations
 - b. Fulfillment of committee assignment
 - c. Fulfillment of financial obligations
 - d. Confirmation of unchanged financial position (via Scholarship Renewal Form)
5. SRC sends an updated letter to the family after each quarterly review to advise of continuation, adjustment, or termination of the scholarship award based on the following:
 - a. The results of your quarterly review
 - b. The availability of scholarship funds
 - c. The financial needs of TPI's membership.

ADDITIONAL POLICIES

The SRC shall

- Implement all aspects of the scholarship process consistently both to prospective and current members without discriminating based on race, color, nationality, ethnic origin, religion, gender, sexual orientation, marital status, or disability.
- Consist of the President, the Treasurer, and one other Executive Board member.
- Award a maximum of 50% of tuition except in extreme circumstances.
- Maintain strict confidentiality.

If you have any questions or comments about this process, please contact a member of the Scholarship Committee at 503-639-8110.