

# Saint JAMES PRESCHOOL



## St. James Preschool Scholarship Application

We understand that the expense of preschool may be a strain on a family's budget, and helping eligible families reduce their cost through scholarships is an important part of our program. We also keep our tuition as low as possible, while striving to provide a quality preschool experience.

Most of our scholarship funds are provided by our parents and congregation who care about children and believe that St. James Preschool provides a strong Christian preschool experience, a great first school experience, and a place where your faith and family life can grow strong.

Our process is as follows:

1. **APPLICATION:** We provide the scholarship application to registered students. It is also available on our website ([www.stjamesverona.org/preschool](http://www.stjamesverona.org/preschool)). Tax forms and legal custody documents must be submitted with the application to confirm eligibility.
2. **DEADLINE:** Applicants must submit their information before the **May 15** deadline by completing the form and mailing it to:  
St. James Preschool  
427 S. Main St.  
Verona, WI 53593  
or by hand delivering it to the St. James Lutheran Church office.
3. **NOTIFICATION:** Our scholarship committee and the Director will review all applications, and will notify all applicants of their decisions by **July 15**.
4. **AGREEMENT:** Applicants who are approved for a full or partial scholarship will receive a scholarship agreement outlining the school and family expectations for tuition payment and fulfillment of school policies, at which time they may accept or reject the scholarship. The agreement must be signed and returned to St. James Preschool by **August 15**.
5. **LATE APPLICATIONS:** Scholarship applications submitted after May 15 will not be considered. However, families currently enrolled at St. James Preschool who experience job loss or other financial difficulties during the school year may request financial assistance at any time. The Director, on an individual basis, will consider those requests.
6. **Our financial assistance fund is limited, and while all requests are considered, we cannot guarantee that all applicants will receive assistance.** The decisions of the scholarship committee and Director are based on number of requests, family circumstances, and individual needs.
7. **QUESTIONS** about the process may be directed to Cory Newman, Director, at 845-6922

*St. James Preschool admits students of any race, color, and national or ethnic origin.*



**FINANCIAL INFORMATION**

This information is used solely to determine program eligibility and will remain confidential.

Mother's information:

Occupation: \_\_\_\_\_ Place of employment \_\_\_\_\_

How long have you worked there? \_\_\_\_\_ Work phone number \_\_\_\_\_

Educational level (circle highest level completed):

Elementary                      High School (7-12)                      High School GED                      Technical School  
Associate Degree                      Bachelor Degree                      Graduate Degree                      Currently a student

Father's information:

Occupation: \_\_\_\_\_ Place of employment \_\_\_\_\_

How long have you worked there? \_\_\_\_\_ Work phone number \_\_\_\_\_

Educational level (circle highest level completed):

Elementary                      High School (7-12)                      High School GED                      Technical School  
Associate Degree                      Bachelor Degree                      Graduate Degree                      Currently a student

Are other adults contributing to the household income? \_\_\_\_\_ If yes, please explain.

\_\_\_\_\_

Please describe any special financial circumstances affecting the family's budget.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How much tuition do you feel your family can contribute each month? (You must enter a dollar amount here) \_\_\_\_\_

**PLEASE ATTACH A COPY OF YOUR MOST RECENT INCOME TAX FORM.** Scholarship requests will not be considered without this document. It will be solely used to determine eligibility, and is required to reduce fraud. This information will be kept secure and will be shredded after scholarships have been awarded. If you did not file US income tax forms last year, please speak with the Director to determine what documents you need to submit.

I hereby certify that all of the information in this application is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Parent/Legal Guardian Signature(s)

\_\_\_\_\_  
Date