

APPLICATION GUIDELINES
FOR THE
SCARBOROUGH PRESBYTERIAN CHILDREN'S CENTER
SCHOLARSHIP PROGRAM

ELIGIBILITY:

1. Applicant must be a resident of Westchester County.
2. Provide documentation of financial need.

APPLICATION PROCESS:

1. A completed application along with all necessary documentation must be submitted to the Director of SPCC by January 5th. Applications received after this date will be considered on a “first come – first serve” basis, if funds are still available.
2. The following items must be submitted with the completed application:
 - A copy of the previous year's tax return for each employed member of your household.
 - Copies of four consecutive recent pay stubs for each employed member of your household.
3. Awards will be announced by the end of January. Your first tuition payment due February 15th will be postponed if a scholarship decision has not been made. Your child's spot will be held until a decision is made. Once a decision is made and you are notified, the first tuition payment (1/6th of total tuition cost) must be made immediately to reserve the space in the class.
4. **By May 1st a copy of your completed 1040 tax returns for the current year must be submitted to substantiate scholarship request.**
5. Application should be made for an entire school year (September through June). Applications for less than the full year may be considered if a family moves to the area mid-year.
6. Scholarships are not available for Summer Camp.

AWARD DETERMINATION:

1. All applications, when received, will be assigned a number by the SPCC Director and all references to names will be deleted so that the scholarship committee can be completely impartial.
2. All applications will be reviewed and scholarships awarded by the SPCC Committee.
3. If two applications show equal need, the award will be based on the dates the applications were received.
4. If not enough money is available for the desired program, an applicant who qualifies may be offered a lesser program (ie: a 3-day program instead of a 5-day program).