



A User's Guide to the Ames Child Care Center Tuition Assistance Program

Last updated 6/10/2002

Once approved, tuition assistance lasts for six months. The periods of assistance are the first Monday in February through the end of July and the first Monday in August through the end of January. The following procedure is necessary to receive tuition assistance.

1. Your child must be enrolled at ACC or have a guaranteed spot within one month. If your child or children are not enrolled in the ACCC, discuss their status with the ACCC Director. Note that non-binding estimates of potential tuition assistance may be obtained at almost any time without enrollment, but that Tuition Assistance is only available for enrolled children during the application period.
2. Obtain a tuition assistant application form from the ACCC Director (see attached). The ACCC parent community will be notified via the acc-parents@mail.arc.nasa.gov e-mail list with an announcement regarding tuition assistance will be sent out approximately 2 weeks prior to when the applications are due.
3. Fill out and submit the tuition assistance application form before the deadline. The following information is required, as well as income verification in the form of a recent pay stub and copy of the first two pages of most recent 1040 tax return:
 - Primary Income
 - Spouse Income
 - Other Income
 - Number of parents in legal family
 - # of infants/toddlers (to be) enrolled within 1 month at ACCC
 - # of preschoolers (to be) enrolled within 1 month at ACCC
 - ACCC Diaper fee(s)
 - ACCC staff discount

Note: If you are a single parent, separated, or divorced, AND you are the sole supporter of the child(ren) for which you are applying for tuition assistance, please provide a separate, signed statement to this effect and attach it with your application. Otherwise, the information of the pre-tax income of both parents must be submitted.

4. The Tuition Assistance Council will review and enter all eligible applicants' data, review the results, and provide tuition assistance recommendations to, and request concurrence from, the ACCC Board of Directors. Eligible applicants that qualify will receive tuition assistance in proportion to their demonstrated need, based on the available tuition assistance funding.
5. You will be notified of the results of your application by letter.
6. Qualifying applicants that wish to receive tuition assistance must the sign tuition assistance contract (see attached).

Please check here if you are only requesting an estimate of potential tuition assistance and do not require tuition assistance for the next application period, or if you are currently not yet enrolled.

Application for Enrollment Period (circle ~~one~~): July Aug. – Jan. Year: _____



Application for Tuition Assistance

Tuition assistance is intended to help eligible children with the cost of child care

Submit this application form together with income verification (in the form of a recent pay stub AND a copy of the first 2 pages of your most recent 1040 tax return) by the application deadline, unless you are requesting an estimate. When no documentation is submitted, no tuition assistance will be offered. If the applicant is single, separated, or divorced AND is the sole supporter, please provide a written statement to this effect and attach it to this application.

I. ENROLLMENT STATUS

Please note that if you do not have any child(ren) currently enrolled at the ACCC, or if you do not expect to be enrolled soon, it is assumed that you are requesting a tuition assistance estimate.

Children currently enrolled in the ACCC:

1.	Child's current classroom (check one):			Diaper Fee?*	
	Age	Infant/Toddler	Preschool	yes	no
2.				yes	no
3.				yes	no

Children about to start in the ACCC (w/in 1 month):

1.	Classroom about to enroll in (check one)			Diaper Fee?*	
	Age	Infant/Toddler	Preschool	yes	no
2.				yes	no
3.				yes	no

* Infants/toddlers are assumed to require a diaper fee. Please indicate if your preschool-aged child requires a diaper fee.

II. APPLICANT DATA

Applicant should be the parent/legal guardian who, by virtue of his/her job (e.g., employed at NASA Ames/NASA Research Park, military status based at Moffett Field, or ACCC staff member), qualifies to enroll his/her children at the ACCC.

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Other contact info (e-mail address/pager) _____

Employer: _____

Please complete the following for your spouse, if applicable:

Spouse's Name: _____

Contact Information (if different from Applicant) _____

Spouse's Employer (if applicable): _____

Does your family (includes applicant, spouse, and legal dependents) have savings and investments totaling more than \$500,000? (circle one) yes no

¹Investments: includes stocks, bonds, mutual funds, T-bills, etc., but do NOT include regulated retirement accounts (e.g., 401k, IRA, or pension funds)

By signing below, you certify that all the information you have submitted is true and correct to the best of your knowledge.

Signature _____ Date _____

Application Checklist:

- Did you complete and sign the application?
- Did you attach a copy of the first 2 pages of the 1040 tax return the most recent tax year?
- Did you attach a recent copy of each applicant s pay stub(s)?
- If you are the sole supporter of your ~~ren~~child, did you attach a separate, signed statement to this effect?
- If your spouse is unable to work, did you supply proof?