

## Young Artist Training Program - Tuition Assistance Application & Process

Dear Parent,

Thank you for your inquiry in to our tuition assistance program. As a nonprofit, 501 (c) 3 charitable organization, we solicit donations from individuals and corporations as well as write for special grants to enable us to provide tuition assistance to families in need for their children's performing arts training. Award funding is limited. However, the Board makes every effort to accommodate as many requests as possible with the funding available to us. Letters, information & requests submitted are handled by the Board of Directors with the utmost regard for privacy and confidentiality.

Each year, the board of directors looks at tuition assistance applicants to determine disbursements from available funding. The award amounts are determined based on several criteria. First, the amount of aid available is determined. Second, the family's ability to pay is determined based upon area mean income and extenuating circumstances/family expenses. Lastly, the proposed family contribution amount is reviewed. The family is then notified in writing by the Board of Directors of tuition assistance awards that may be available to them. Families receiving tuition assistance must reapply annually in May of each year. (See deadlines below.)

**In fairness and privacy to all applicants, YATP Educational Director & Faculty Members must recuse themselves from committee deliberation and are not privy to family financial information from applicant families. Awards are need based, not talent based. Our goal is to see that no student who has been qualified for acceptance into our YATP program is ever turned away due to a concern of making tuition payments.**

### Steps to apply for tuition assistance:

- 1) **Email:** Contact [info@ourproductions.org](mailto:info@ourproductions.org), noting the intention of applying for tuition assistance. Instructions will be provided on how to pay a reduced deposit/enrollment fee while awaiting determination. Applicants will complete their online Enrollment via DocuSign and/or online **at time of application**.
- 2) **Letter:** Submit a letter via email to the Board of Directors indicate the amount of assistance requested. **Make sure to include the amount you are able to contribute towards tuition.** Every family receiving tuition assistance contributes a portion of their tuition. Make sure to include a statement of any extenuating circumstances that affect your ability to pay tuition that might not be reflected on your tax return.
- 3) **Attachments:** Include a copy of the **most recent year's IRS tax return.** *Black out social security numbers for your protection.* In the case of divorce, **both** parent/custodial guardians must submit their returns as they have a vested financial interest in jointly caring for the child. It is up to the parents/guardians to handle the splitting or division of tuition payments in these cases.
- 4) **Submission:** Complete your **Enrollment Forms** (DocuSign or via web/online), and email your **Letter with Tax Return** to [info@ourproductions.org](mailto:info@ourproductions.org) with Attn: Board of Directors, Tuition Assistance in Subject Line.

**Tuition assistance recipients and amounts are kept confidential by YATP and the recipient families.  
Recipients still must comply with all student policies, requirements and deadlines to maintain enrollment.**

- Application deadline for Summer Students is May 1st.
- Application deadline for school year program is June 1st for RETURNING Students & August 15<sup>th</sup> for NEW Students.
- Late & emergency submissions are processed on a *case by case basis* as determined by the Board.
- Incomplete applications are not able to be processed.
- Make sure you **submit the required attachments**.
- Please allow 4-6 weeks for a response from the Board of Directors.
- **Award funding is limited.** For best outcomes, **apply before deadline** and submit a **complete application**. Applications processed in the order they are received with the funds that are available.

Should you have any questions, reach out to the Committee via email and we will be happy to help.

Kindest regards,

Finance & Tuition Assistance Committee

**\*\*Mailing Address: P.O. Box 271483, Flower Mound, TX 75027-1483  
Physical Address: Lewisville Grand Theater, 100 North Charles Street, Lewisville, TX 75057  
Email: [info@ourproductions.org](mailto:info@ourproductions.org) Box Office: 972-724-2147 Online: [www.ourproductions.org](http://www.ourproductions.org)**

<h1 style="margin: 0;">Our Productions Theatre Co.</h1>	<h1 style="margin: 0;">Young Artist Training Program</h1>
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**Family Income Chart - Sample**

*\*Please note:*

***ALL APPLICATIONS ARE EVALUATED ON AN INDIVIDUAL BASIS.***

***If your family is struggling to pay tuition for any reason, we encourage you to apply.***

***All student families contribute a portion of their tuition and fees. Awards are need-based, not talent based.***

*To qualify for an award amount in the below ranges, families typically had more than one child requiring tuition required program **and** liquid assets valued under \$500,000. In some cases, extenuating circumstances such as serious medical bills, a special needs child, caring for an elderly parent, major home repairs, or job losses justified assistance for higher income level families who might otherwise have been denied an award.*

*The below award range amounts are **estimates** based on previous data. Assistance is not guaranteed, and is made on a **case by case basis** after a careful review of submitted information and an annual review of availability of funds by the Tuition Assistance Committee. Assistance is confidential.*

FAMILY INCOME/CASH FLOW	BASED ON AVERAGE FAMILY SIZE	RANGE OF EXPECTED FAMILY CONTRIBUTION TOWARDS TUITION	RANGE OF TUITION AWARD
\$0-50,000	3.5	\$100-1,000	\$3,500-4,400
\$50,001-75,000	3.5	\$500-2,500	\$3,100-4,000
\$75,001-100,000	3.5	\$1,000-3,500	\$1,000-3,500
\$100,001-150,000	3.5	\$2,000-4,000	\$500-2,500
\$150,001-200,000	3.5	\$2,500-4,250	\$250-2,000
\$200,001-300,000	4	\$3,000-4,400	\$100-1,500
OVER \$300,000	5	\$4,000-4,400	\$100-500

***YATP has awarded nearly \$500,000 in tuition assistance awards over the last three decades.***

***An average of \$15,000 per year in tuition assistance is typically granted.***

***Our goal is that every qualified child be able to attend our programs in order to make the arts accessible for everyone, and train the next generation of artists, patrons, board members, donors, and creatives.***

***All are welcome here.***