

# Our Productions Theatre Co.

## Young Artist Training Program - Tuition Assistance

Re: 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. Aid 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 family expenses. Lastly, an assessment of any extenuating circumstances that might affect the family's ability to pay is made. 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 and Staff 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) Contact [info@ourproductions.org](mailto:info@ourproductions.org), noting the intention of applying for tuition assistance. Summer Camp applicants pay a reduced deposit/enrollment fee. Full-year conservatory applicants will return their online Enrollment Forms and Contracts via DocuSign.
- 2) NEW Students set up your online account by clicking the "Enrollment" link on the YATP website during Summer Camp enrollment. You must set up your account via Arts People and electronically sign medical/liability/health release forms before we can process your deposit. If you are a returning student, you have already completed this step. Your spot is not held until deposit is received.
- 3) Submit a letter to the Board of Directors explaining desire for tuition assistance, and indicate the amount 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.
- 4) Include a copy of the most recent year's IRS tax return. Black out social security numbers for your protection. Even in the case of divorce, **both** parent/custodial guardians must submit their returns as they have a vested financial interest in caring for the child. It is up to the parents/guardians to handle the splitting or division of tuition payments in these cases.

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

**Application deadline for Summer Campers is May 1st for ALL students.**

**Application deadline for school year program is May 10th for RETURNING Students & June 10th for NEW Students.**

Submit completed application to with your cover letter **via email with PDF attachments to [info@ourproductions.org](mailto:info@ourproductions.org)**. Forms must be received on or before the deadline to be considered. **Incomplete applications will not be accepted.** Please allow 4-6 weeks for a response from the Board of Directors.

**Late & emergency submissions are processed on a case by case basis as determined by the Board.**

Kindest regards,

Scott Kirkham, Executive Producer

**\*\*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)**