**Leadership Tri-Cities (LTC) Tuition Assistance Procedures**

**Purpose**

Members of the LTC Tuition Assistance Committee have the responsibility of awarding tuition assistance in a fair and objective manner.

**Structure**

* The Committee is composed of at least three (3) to five (5) members and each member serves a one (1) year term.
* The Committee consists of the LTC Board Chair, Treasurer, Secretary, Alumnus or Sponsorship Director, and one Board Member at-large.

**Process**

1. Applicants submit their request to the Treasurer.
2. The Treasurer forwards request(s) to committee members for review. *It’s important to note that applications are considered confidential. As such, names of specific applicant(s) and any identifying personal information will not to be shared with others, including other LTC Board members not serving on the committee.*
3. Financial Aid requests must be received no later than the deadline for applications for the incoming Class.
4. Final determination(s) will be communicated no later than one week prior to the due date for the required individual tuition.

**Duties and Responsibilities**

The Committee will:

1. Meet as needed to administer the Tuition Assistance program.
2. Update the application and evaluation forms.
3. Update relevant policies and procedures as needed. Ensure that final documents are placed in the LTC Dropbox.
4. Notify website manager of any content on the LTC website that requires updating.
5. Identify budget allocations and/or related information for tuition assistance to be distributed to the next incoming Class prior to the call of applications for that Class.
6. Answer questions about the Tuition Assistance process. Application forms will be available from the Treasurer (ltcwa.treasurer@gmail.com).
7. Verify that applicants for tuition assistance have submitted an application for the incoming Class.
8. Acknowledge receipt of all requests via E-Mail.
9. Review, discuss, and record a vote to approve or disapprove tuition assistance request(s). Determine and record the amount of the award, if any.
10. Provide the decision(s) to the Board Chair for review and final approval.
11. Insure that the Treasurer notifies the applicant by E-Mail the results of the review.
12. Maintain files on each request for at least one year. All other files should be destroyed or shredded to protect applicant privacy.
13. Report information regarding tuition assistance decisions to the Board of Directors at the next scheduled meeting.
14. Maintain a financial record of all monies distributed.

*Notes to the file:*

* *Historical info on P&P*
* *The Financial Aid committee will use an annually budgeted figure to distribute among qualified applicants based on need.*
* *Example: In 2009 there were three applicants requesting full-tuition. LTC would provide a total of $1,225 for the three applicants, to be distributed on financial merit. The amount was not split evenly.*
* *While requests of any amount are considered, we encourage requests that do not exceed one-half of the required corporate/organization portion of the tuition.*
* *Policy note from Board of Directors meeting of September 12, 2013: In the case of [financial aid] requests, it has been our practice not to approve the full amount requested.*

**Leadership Tri-Cities (LTC) Tuition Assistance Request**

As a nonprofit, educational institution, LTC is committed to building a strong future for our community by supporting leaders in their personal and professional development.

Tuition Assistance is warded to an incoming member of an LTC Class who demonstrates a passion for his or her community, who finds creative and innovative solutions to problems, who has a zest for life and who can answer the question, "What can you do today to strengthen your heart and increase your capacity to do good in the world?"

Candidate must also have a demonstrated financial need that would make LTC tuition a barrier to participation in the program.

\*\*Preference given, but not limited to, a small business/sole proprietor, nonprofit employee, or artist.

As part of this pledge, and as resources allow, LTC designates limited resources for financial aid to participate in its programs.

* Requests are due no later than the due date for the LTC Class application.
* While LTC Class applications are submitted to the Class Director, **Tuition Assistance requests must be submitted to the LTC Treasurer** at [ltcwa.treasurer@gmail.com](mailto:ltcwa.treasurer@gmail.com). This is for reasons of confidentiality.
* Tuition Assistance is not available to cover the required individual tuition fee. All participants must—at a minimum—personally pay at least 10% of the total program tuition.
* While requests of any amount are considered, we encourage requests that do not exceed one-half of the required corporate/organization portion of the tuition.
* Recipients are chosen on verifiable financial needs. Requests are reviewed by the LTC Tuition Assistance Committee and are subject to verification through authorized IRS documentation.
* Recipients of financial aid who cancel his/her participation in the Class less than four  (4) weeks prior to the start of the class forfeit their financial aid, as well as, the required individual tuition fee (10% of the total program tuition). Recipients, who wish to participate in a subsequent class, and require financial aid, must re-apply.

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| **Leadership Tri-Cities (LTC) Tuition Assistance Request** | | | | |
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|  |  |  |  |  |
| Date |  | First Name |  | Last Name |
|  |  |  |  |  |
|  |  |  |  |  |
| Address |  | Phone Number |  | Email |
|  |  |  |  |  |
|  |  |  |  |  |
| Approximate Annual Household Income: | | |  |  |
| 🞎 Below $30,000 |  | 🞎 $30,000-40,000 |  | 🞎 $40,000-50,000 |
| 🞎 $60,000-80,000 |  | 🞎 $80,000-100,000 |  | 🞎 Above $100,000 |
|  |  |  |  |  |

Amount of tuition assistance requesting:

Reason for requesting tuition assistance:

If LTC is unable to provide tuition assistance, what is your Plan B?

Include a letter from your employer stating the organization’s inability to pay the required tuition.

*Submit your request and supporting documents no later than the LTC Class application due date to* [*ltcwa.treasurer@gmail.com*](mailto:ltcwa.treasurer@gmail.com)*. Please use the words LTC TA request in the subject line.*

***Do not complete this section of the form — For Leadership Tri-Cities Use Only***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Request Review | | | | | | |
| LTC Board Chair: | \_\_\_\_\_\_\_\_\_\_ | Treasurer: | \_\_\_\_\_\_\_\_\_\_ | Secretary: | \_\_\_\_\_\_\_\_\_\_ | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
| Alumni or Sponsorship Director: | | \_\_\_\_\_\_\_\_\_\_ | Board Member-at-Large: | | \_\_\_\_\_\_\_\_\_\_ | |
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| *At least three (3) of the five (5) Committee members should participate in the review.* | | | | | | |
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| Request Decision | | | | | |
|  |  |  |  |  |  | |
| Approved in the amount of $ \_\_\_\_\_\_\_\_\_\_ | | | | | | |
|  |  |  |  |  |  | |
| Declined \_\_\_\_\_\_\_\_\_\_ | | | | | | |
|  |  |  |  |  |  | |

Comments:

Board Chair Approval Date