

GREENWICH HOUSE POTTERY



16 Jones Street,
New York, NY 10014
212-242-4106

www.greenwichhousepottery.org

Fall, Winter, Spring Financial Aid Application Instructions

DESCRIPTION

Greenwich House Pottery scholarships allow both children and adults a full or partial tuition waiver. Financial aid is awarded based on merit and financial need, as well as the availability of funds.

DUE DATES

You must submit an application for each term you would like to be considered. For the 2017-2018 academic year your application form must be received by:

Fall Term:	August 29, 2018
Winter Term:	November 29, 2018
Spring Term:	March 5, 2019
Summer Term:	June 7, 2019

APPLICATION PROCEDURE

1. All applicants must complete the attached application form in full and send it in by the relevant due date above. Incomplete forms will not be considered.
2. All applications must be accompanied by tax forms (or equivalent proof of income). If you have already submitted financial information for this tax year and it has not changed you do not need to resubmit.
3. Mail or hand-deliver your completed financial aid application to:
Greenwich House Pottery
Attn: Financial Aid
16 Jones Street
New York, NY 10014
4. Financial Aid applications are reviewed after the deadline listed. Recipients will be notified by the registration office via phone call and email regarding their awards.
5. **Financial Aid acceptance and payment must be received by the Registration office within 24 hrs of notification. A minimum of 30% deposit of the balance due must be received to secure class registration.**

FOR MORE INFORMATION

For more information, contact the office at 212.242.4106, ext.10, or pottery@greenwichhouse.org

GHP FINANCIAL AID APPLICATION FORM

Name: _____ Date _____

Parent's Name (if student is a minor): _____ Child's age: _____

Address: _____

City, State, Zip: _____

Phone (day): _____ Phone (evening): _____

Email: _____

Are you a current GHP student? (circle one) YES / NO If YES, for how long? _____

If NO, have you ever been a GHP student? (circle one) YES / NO If YES, Class & Year: _____

How did you hear about us? Ad/Newspaper Internet Friend Mailing

Name of Publication or website _____

FINANCIAL INFORMATION:

(All information is mandatory and will be kept strictly confidential)

1. Annual household income (including spouse/partner/parent where applicable): _____

2. Tax forms (or proof of income) attached: YES / NO (circle one)
(You must attach a copy of your most recent tax return or equivalent proof of income; your request for financial aid will not be considered without it. If you have already submitted financial information for this tax year and it has not changed, you do not need to resubmit.)

3. Number of dependents: _____

4. Are you declared as a dependent on anyone else's tax return? YES / NO (circle one)

If YES, what is their annual income? _____

(Please attach a copy of their tax return.)

5. If you don't receive financial aid, will you be able to take a course? _____

REGISTRATION AND PAYMENT:

TERM/YEAR for which you are applying: _____

GHP Course preferences (for course descriptions: www.greenwichhouse.org/gh_pottery/classes)

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Payment:

A minimum 30% of balance due must be paid upon financial aid acceptance. Payment must be received within 24 hours of financial aid award notification to secure class registration. Notification will be made by the Reception Office via phone and email.

Email confirmation will be sent once payment has been processed. Refunds or credits issued only in accordance with our Refund, Reimbursement & Transfer Policy (all payment plans must be completed in accordance with this policy). Registration constitutes understanding and agreement with this policy. Checks returned due to insufficient funds will be charged a \$35 fee; future checks will not be accepted.