

GREENWICH HOUSE POTTERY



16 Jones Street,
New York, NY 10014

212-242-4106

www.greenwichhousepottery.org

Fall, Winter, Spring, Summer 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 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. You may submit applications for all terms once the calendar for the school year is made available. For the 2020-2021 academic year your application form must be received by:

Fall Term:	September 4, 2020
Winter Term:	November 23, 2020
Spring Term:	February 23, 2020
Summer Term:	June 4, 2020

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) for every term that you apply.
3. Email, 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. Financial aid applications are entered in the order that they are received. As long as there is an open seat in the applicant's preferred class, it will be held for the applicant; there is no need to submit an online registration. Applications are reviewed in the week following the financial aid deadline. 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 hours 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**

For office use only – Pre-registration	
Class # and term:	Tuition:

Student 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.)

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: <https://www.greenwichhouse.org/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.

Signature _____

Date _____