

REQUIREMENTS FOR PROPER COMPLETION OF SCHOLARSHIP APPLICATION

1. All requested materials should be submitted with the application.
2. The application should be submitted by the specified due date.
3. An incomplete application will be set aside and the applicant notified their application was incomplete.
4. The applicant will have one week to provide the necessary information after being notified.
5. Hillel Academy will not involve itself in family situations. The person\persons signing the application is\are the one\ones held financially responsible for the tuition and must work it out amongst themselves.
6. The application will be reviewed by the Scholarship Committee and a letter will be sent out informing the applicant of the Committee's determination.
7. The applicant then has the right to an appeal as long as new relevant information is provided in writing with-in ten days of notification.
8. If no new relevant & specific information related to finances is submitted in writing with-in the period allotted, the determination will be deemed final.
9. The Committee will then review the new information and determine if additional financial assistance is warranted.
10. A notice will be sent to the applicant(s) informing them of the final decision.
11. The decision of the Scholarship Committee at that point is deemed to be final.
12. The applicant can accept the decision and make payment arrangements with the financial staff. Not doing so will indicate the family wishes to not register their child(ren) for the current year.
13. The entire process must be completed within 30 days or the original determination will be considered final.
14. The identity of the Chairperson will only be known to the Dean, Executive Committee, & the financial personnel.
15. Do not ask to speak or try in any way to contact the Chair. All questions must go through the financial personnel who will contact the Chair when necessary.

16. No child will be allowed to start school without approval from the financial personnel.
17. Any questions, please contact the financial personnel.
18. These requirements are in line with similar organizations and are used to provide an equal situation for all applicants.
19. A copy of these requirements for you to keep and one for you to sign and return (with the scholarship application) has been included.

Submitted by the Scholarship Chair and approved by Hillel Academy.

(x) _____

(x) _____