

All information is kept strictly confidential. Only the Tuition Assistance Chairperson knows the identities of the families seeking assistance. Once an award is made, the amount and name of the family is provided to the director of the center for billing purposes.

**Directions:**

**Please complete the application and attach the following documents:**

1. Pay statements for the most recent two pay periods for each parent or guardian;
2. A copy of your most recent federal income tax returns; and
3. A statement that explains any family or financial circumstances that affect your need for assistance.

**Applications that are not fully completed or that do not contain the information listed below will not be considered. The Committee may contact the applicant to request clarifications or additional information.**

**The applicant will be notified by Diplotots, Inc. in writing about the award decision.**

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**APPLICATION FORM**

**Mother/guardian:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name and Address of Employer of Mother/Guardian:**

**Work Phone:** \_\_\_\_\_ **Grade (if Federal):** \_\_\_\_\_

**Father/guardian:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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Name and Address of Employer of Father/Guardian:

\_\_\_\_\_  
\_\_\_\_\_

Work Phone: \_\_\_\_\_ Grade (if Federal): \_\_\_\_\_

Application is being made for tuition assistance for:

Child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

SSN: \_\_\_\_\_ Weekly tuition cost: \_\_\_\_\_

Enrolled now? \_\_\_\_\_ Will be enrolled -- date of enrollment: \_\_\_\_\_

Child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

SSN: \_\_\_\_\_ Weekly tuition cost: \_\_\_\_\_

Enrolled now? \_\_\_\_\_ Will be enrolled -- date of enrollment: \_\_\_\_\_

Family Income:

Gross annual salary of mother or guardian: \$ \_\_\_\_\_

Gross annual salary of father or guardian: \$ \_\_\_\_\_

Total gross family income (as reported on most recent IRS tax return): \$ \_\_\_\_\_

State/County/Local Subsidies:

Do you currently receive any tuition assistance from State/County/local child care  
subsidy funds? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, from what source? \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact person: \_\_\_\_\_

What is the weekly amount you receive? \$ \_\_\_\_\_

List the amount and name of each child for whom you receive the subsidy:

Name of Child: \_\_\_\_\_ Weekly subsidy amount: \$ \_\_\_\_\_  
Name of Child: \_\_\_\_\_ Weekly subsidy amount: \$ \_\_\_\_\_  
Name of Child: \_\_\_\_\_ Weekly subsidy amount: \$ \_\_\_\_\_

Is there any other circumstance that the Tuition Assistance Committee should know about? \_\_\_\_\_

I/We state that everything we have stated in this application is true and correct to the best of our knowledge. I/We understand that failure to truthfully set forth this information could result in loss of tuition assistance from Diplotots, Inc. I/We further agree to inform Diplotots, Inc. within 10 days if any of the above information changes, including the tuition fee for my/our child/children. I/We understand that application for tuition assistance is made on a first-come, first-served basis. I/We understand that failure to inform Diplotots, Inc. of any changes in status may jeopardize my/our chance of receiving tuition assistance through the tuition assistance fund.

Signature of Mother/Guardian: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Father/Guardian: \_\_\_\_\_  
Date: \_\_\_\_\_

**Attached:**

1. Pay statements for the most recent two pay periods for each parent or guardian.
2. Most recent federal income tax return forms.

**Privacy Act Statement:**

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a Social Security Number or tax identification number. This is an amendment to title 31, Section 7701. The primary use of these Social Security Numbers will be for identification purposes in determining eligibility for child care tuition assistance. The primary use of information regarding family income (copies of pay slips and tax returns and information about other child care subsidies) is to determine eligibility for child care tuition assistance. Disclosure of the above information is voluntary, but failure to provide all requested information may result in denial of your application.