

## **Criteria for the Awarding of Scholarships**

### **Application Process**

- Families or adult students complete a scholarship application form online at <https://forms.gle/6MkiX4XpFi3RXV2J9>. As a follow up, families or adult students email a copy of their most recent 1040 tax returns or equivalent income documentation to [scholarships@newtoncommunityed.org](mailto:scholarships@newtoncommunityed.org). (do we want them to redact their SS#?)
- At the beginning of each session, the Financial Director and Executive Director will allocate a budget for scholarships. A scholarships deadline will be heavily publicized to the community.
- Any Newton Public Schools student who is recommended by an NPS employee (social worker, counselor, administrator) can bypass the application form. If a student is on free or reduced lunch, no further documentation will be required, and the full amount of requested aid will be met. If a student is not on free or reduced lunch, income documentation will be requested to assess the amount of the award.
- Scholarships are awarded by the NCE Scholarship Committee according to the NCE scholarship rubric, which is based on the Community Development Income Guidelines.
- The NCE Scholarship Committee is comprised of the Executive Director, the Finance Director, the Operations Manager, and the Executive Assistant to the Director. All financial information collected for the purposes of awarding scholarships will be kept confidential by the Committee.
- Sensitive financial documents that are provided to the Committee will only be viewed by Committee members. Financial files that were sent electronically will be deleted promptly after awards are made, and files that arrived in hardcopy will be shredded/
- Students who receive scholarships will be registered in the relevant class and have their scholarship award portion credited to their invoice balance. If a student receives a partial scholarship and owes an outstanding balance, that balance must be paid in order for the student to be fully enrolled in the class.

### **Criteria Used in Awarding Scholarships**

- Scholarship funds will be used to promote diversity within the NCE classroom community and to assist students who have demonstrated financial need.
- NCE's priority will be to reach and assist as many members of the immediate community as possible. Therefore, in cases where qualified scholarship requests exceed available budget, first priority will go to Newton residents and Newton Public Schools students who have not yet received a scholarship in the same calendar year. Where the maximum scholarship budget has not yet been reached, non-Newton Public Schools applicants who live outside Newton or applicants who have already received a scholarship may be considered.
- In distributing scholarships, NCE shall have a particular focus on opening opportunities to community members for advancing their education or career. Therefore, first

scholarship giving priority shall be to children under 18, and to adults for courses that will advance them in their chosen career field.

- Because diversity is an important NCE value, scholarships will be prioritized to recipients who will bring diversity to NCE classrooms.
- In order to reach as many community members as possible, if an applicant requests a lower award than they would qualify for, they will be awarded the amount requested.
- Scholarships will be awarded on a graduated scale according to a family's financial picture relative to the Community Income Development Guidelines.
- A whole financial picture based on income, number of dependents, and other special circumstances such as high medical bills or college tuition shall be used to determine financial need.
- Newton Public Schools students who are recommended by an NPS counselor, administrator, or social worker and are on free or reduced lunch shall receive 100% of their requested need as allowed by the budget. Students recommended by NPS staff who are not on free or reduced lunch will receive awards based on their family income relative to NCE's scholarship rubric.