

## **Scholarship Information**

The Ralph Waldo Emerson School for Preschoolers is a non-profit organization. We strive to offer a high-quality preschool experience at a reasonable cost. While we keep our tuition as low as possible, we understand that some families simply cannot afford to pay the full cost of tuition. For that reason, one or more partial scholarships are available to reduce the cost. The School does not offer full scholarships.

Our process is as follows:

1. **APPLICATION:** Scholarship applications are available from the Director or Registrar. The form is also available on our website ([www.emersonschoolnh.org](http://www.emersonschoolnh.org)). Upon request, tax forms and other financial documentation must be submitted to confirm financial circumstances.

2. **DEADLINE:** Applicants must complete and submit the scholarship application by February 9 of the school year preceding the one for which financial assistance is requested. Applications can be mailed or delivered to:

Ralph Waldo Emerson School for Preschoolers  
274 Pleasant Street  
Concord, NH 03301

3. **LATE APPLICATIONS:** Scholarship applications submitted after the February 9 deadline will be considered only if funds are still available. Families currently enrolled at Emerson who experience job loss or other unexpected financial difficulties during the school year may apply for a scholarship and that request will be considered if and to the extent that funds are available.

4. **CONFIDENTIALITY:** All scholarship applications and related documents are confidential. Applications and any supporting documentation will be available only to the Scholarship Committee, Board, Registrar, and Director, as needed for scholarship determinations, and will be kept confidential unless a family authorizes the release of the information in writing. The Registrar will compile the scholarship applications and redact identifying information, providing redacted copies to the Committee (and to the Board, if necessary) for consideration.

**5. PROCESS:** Applications are reviewed by the Scholarship Committee. The School's scholarship funds are limited and are authorized in its annual budget. While all scholarship requests are fairly considered and we strive to provide assistance to as many families in need as possible, we cannot guarantee that every applicant will receive assistance.

Available funds are distributed at the discretion of the Scholarship Committee, subject to approval by the Board of Directors. Scholarships will be awarded without regard to race, color, ethnicity, creed, or gender. In order to offer a scholarship to a family, the Scholarship Committee must find that the family is financially unable to afford the School's full tuition, but would likely be able to pay the reduced tuition due in conjunction with any partial scholarship offered. The recommendations of the Committee are based on a variety of factors including the amount of scholarship money available, the number of requests received, family circumstances, and individual needs. Families with a child or children that have previously attended Emerson may be given preference. Students who have already enrolled may be given preference over those who have not done so. Four year-old students may be given preference over younger students. Scholarships will not be awarded for more than 50% of tuition. Receipt of scholarship funds in one year will not guarantee a scholarship award in a following year to the same student or family. A family seeking a scholarship must reapply each year it seeks assistance.

The School will notify all applicants of its decisions by the end of February.

**6. AGREEMENT:** Applicants who are offered a scholarship will receive a scholarship agreement outlining the terms and expectations for tuition payment and fulfillment of school policies. The family may also be required to notify the School if its financial condition changes in one or more specified ways (e.g., if a parent becomes employed) during the period of the scholarship. The applicant family may accept or reject the scholarship. If accepted, the parents/guardians must sign the agreement and return it to the School by March 10. Any family receiving scholarship monies will be responsible for the timely payment of all non-tuition costs of attendance at Emerson (such as registration fees), unless those are waived in the scholarship agreement, as well as the amount of tuition not covered by the scholarship.

**7. QUESTIONS** about the process may be directed to Faith Barry, Registrar, at (603) 224-8218 or by e-mail at [faithbarry@emersonschool.comcastbiz.net](mailto:faithbarry@emersonschool.comcastbiz.net)