

**Early Childhood Education Scholarship Accountability and
Reimbursement Form Early Childhood Education Scholarship
Program - Policies and Procedures**

1. The amount of scholarship paid for any individual students shall not exceed the actual stated tuition and fee charges by the school, nor exceed the actual amount of tuition charged by the program to non-scholarship students.
2. The scholarship will be paid directly to the school on behalf of the students. The family shall not receive any direct cash benefit from the scholarship.
3. All eligible families must reapply and scholarships are awarded on a first come first serve basis. Scholarships funds will only be distributed once the United Way receives receipt of the signed Scholarship Accountability and Reimbursement Form from the Early Childhood Education Scholarship Program and a monthly invoice that includes attendance information.
4. The school must credit the scholarship to the students account on a monthly basis.
5. The school and the parent must notify United Way immediately if a student withdraws, is removed from the school, or otherwise becomes ineligible for Early Childhood Education Scholarship Program funding.
6. The school will provide attendance for the student for tuition reimbursement.
7. The school will notify United Way of York County if there is any change with qualification status.
8. Acceptance of this scholarship does not exempt the family or the student from abiding by the policies of the school and the school has the right to remove a child from the program for failure to abide by their policies.
9. If eligible, families must apply for all available funding assistance that is available.
10. Early Childhood Education Scholarship Program funds may not be used to hold a space for a student who is not actively attending the program. Children who are absent for 10 consecutive days without a medical excuse will automatically be removed from the scholarship program. Proof of medical illness may be required for approval of the medical exception.

11. Selection of the scholarship will be determined without regard to race, color, gender, religion, or similar characteristics of the applicants. Scholarship amounts are based on a sliding income scale determined by the United Way of York County as well upon the availability of funds, number of approved Early Childhood Education Scholarship Program, and the number of eligible applicants.
12. All applications must be fully completed by the applicant in order for the application to be considered, including the Application Form, a copy of the most recent Federal Income Tax Return, and a letter from the preschool administration verifying the child is in fact enrolled and their start date.
13. All application information will be maintained by United Way of York County in the strictest confidentiality, including income information.
14. By signing this form, we agree to abide by the Early Childhood Education Scholarship Program Policies and Procedures. Further, we acknowledge that failure to abide by these policies and procedures may result in the student's removal from the Early Childhood Education Scholarship Program and the parent or guardian/school will be responsible for any monies owed to the school.

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|----------------|--------------------------------|-------|
| _____ | _____ | _____ |
| Center Name | Signature of Responsible Party | Date |
| _____ | _____ | |
| Student's Name | Start Date | |
| _____ | _____ | |
| Weekly Tuition | Weekly Tuition Family Pays | |

Information provided should only reflect the child receiving the scholarship and should include any other financial assistance they may receive.