

FINANCIAL AID INFORMATION

Each year, BMS has a limited amount of financial aid available for students with proven financial need. Occasionally, in-kind volunteer work is available if financial aid applicants are unable to fill needed volunteer positions at the school.

Aid is awarded based on a 30-minute weekly lesson (34 lessons in total). On occasion (and only after a few years of serious study here at the school), aid may be considered for a longer length lesson. Aid is granted only for the study of one instrument per student. **No student is awarded aid in the full amount of tuition.** A 9-month payment plan is offered to all financial aid recipients. **BMS now requires a valid credit card on file to ensure payment of the outstanding balance.**

Note: The BMS, as a 501c(3) charitable institution, by law may not discriminate in the awarding of financial aid. This means that all applicants must follow the same application procedures. No special consideration or exclusions can be given based on race, sex, religion, ethnic origin, disability or age.

BMS FINANCIAL AID IS CONDITIONAL UPON THE FOLLOWING:

1. Maintaining a low rate of absenteeism (excessive absenteeism may result in the loss of your award).
2. Progressing well in lessons.
3. Participation in the school's fund raising activities, especially the annual Music Marathon.
4. Completion of volunteer commitments as indicated by you on the Financial Aid application.
5. Timely monthly payments (accounts more than 30 days past due may be subject to a student's termination of lessons).

APPLICATION DEADLINE

All completed applications must be received by the office before **5:00 PM on Monday, August 10, 2015.** Applications received after the deadline, can only be considered if funding is still available.

APPLICATION PROCEDURES

Please follow directions very carefully and be sure to include all of the following required paperwork and registration fee(s) before mailing. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR FINANCIAL AID.**

1. Completed FINANCIAL AID APPLICATION
2. Copy of your most recent Federal income tax return (1040, 1040A, etc. and all applicable Schedules) as well as copies of any other additional expenses not included in your return. Only a **copy** of your tax return will be accepted. If the school has to make a copy of your tax return, then you will be charged **.20 per page.**
3. A completed BMS registration form found in the center of the school's current year brochure. A brochure and registration form may be picked up at the front desk during normal business hours or you may call the office and request that a copy of the brochure and registration form be mailed to you.
4. A \$30.00 registration fee for the first student (\$20.00 for the second with a maximum of \$50.00/family) must accompany the registration form(s). A separate registration form must be filled out for each student applying for financial aid. **Registration fees are non-refundable.**

Mail completed applications to:

**BERKSHIRE MUSIC SCHOOL
30 WENDELL AVENUE
PITTSFIELD, MA 01201
ATTN: FINANCIAL AID COMMITTEE**

You will be notified in writing of the Committee's decision prior to the start of scheduled lessons which begin in September.

If you have any questions, please call the office at (413) 442-1411. Summer office hours are daily Monday through Thursday from 9am to 5pm. Friday office hours vary during the months of July and August.

Sincerely,
Kathleen A. Manship
Business Manager