



NEC School of Continuing Education Tuition Assistance Program

NEC's School of Continuing Education offers limited tuition assistance for students in need. Please be advised that this is NOT federal student aid support. Funds from the School of Continuing Education Tuition Assistance Program are available to domestic students that have dedication to their studies, and financial need. Students receiving tuition assistance are expected to maintain a high level of commitment to their studies.

SCE Tuition Assistance is based on the intended course-load for each semester. If this number changes, your financial aid amount will be adjusted.

This Tuition Assistance process is repeated **each semester**. The primary deadlines for the application are:

○ **Fall Semester:** September 1, 2020

○ **Spring Semester:** January 8, 2021

Applications received after that date will be considered, but no assistance is guaranteed.

If you are applying for tuition assistance, please complete the following form with the written statement, and include a copy of the **first two pages** of your income taxes (1040). When you have all materials together, please use the following instructions on the next page of this document to securely send all documents. **Please do not email the form and tax documents directly to NEC unless using the secure upload portal.**

Financial awards are communicated by the Continuing Education Registration Office. Once the award is received, the student may log into ActiveNet to complete the registration process. The award is associated with each individual course, and automatically deducted from the overall tuition payment. Please note: completion of the Tuition Assistance Application does not constitute the registration process.

Thanks, and we look forward to having you study with us.

Sincerely,

Julian Couture
Associate Dean of CE

New England Conservatory School of Continuing Education Contact Information

33 Gainsborough, Boston, MA 02115 ContinuingEducation@necmusic.edu

Phone: (617) 585-1701 Fax: (617) 585-1192



TUITION ASSISTANCE APPLICATION INSTRUCTIONS

In order to protect your privacy, NEC has partnered with Zix to offer students a free and simple method of uploading and sharing documents securely. Please follow the instructions below to create an account and submit your application.

1. Download the 2020-2021 SCE Tuition Assistance Application.
2. Click here to register for a free account. (URL: <https://necmusic.secureemailportal.com/s/preregister?b=necmusic>)
3. Enter your email address and desired password to create an account.
4. You will receive an automated email subject heading "New England Conservatory Notification" with a link to activate your account.
5. Once activated, sign into your new account and click "compose" to generate a new secure email.
6. Upload your completed Tuition Assistance application along with supporting tax forms and send with the subject heading "First Name Last Name TA Form" to continuingeducation@necmusic.edu

***Please do not send any of your documents to us in the mail as we are working remotely this semester. If you have trouble, please contact us at continuingeducation@necmusic.edu or by phone 617-585-1701.

TUITION ASSISTANCE APPLICATION *Domestic Students Only*****

Today's Date: _____

Please include in addition to this form:

- a copy of the previous year's income tax return (or other proof of income)
- a personal statement (space below) attesting to your need for tuition assistance

All information on this form will be kept strictly confidential.

Student's Name: _____ Instrument: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Home Telephone: _____

Work Telephone: _____ Cell Phone: _____ Email: _____

Please list all persons who are dependent on the above listed income:

Total Annual Taxable Household Income before deduction:

Non-Taxable Annual Income:

Salaries and Wages: _____

Child Support: _____

Rental income: _____

Social Security Benefits: _____

Interest/Dividend Income: _____

Other non-taxable income: _____

Alimony/other: _____

**Additional documentation may be requested*

<i>Name,</i>	<i>Relation to Applicant,</i>	<i>Age,</i>	<i>School/ College Tuition Costs</i> <i>(indicate amounts of financial aid awarded)</i>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Proposed Course of Study for the Continuing Education Academic Semester: Fall Spring

CLASS/ ENSEMBLE	Credit	Non-Credit	TUITION AMOUNT

NON-CREDIT LESSONS:

Instructor _____ Instrument _____ # Lessons _____ + Length (*circle one*)
 _____ 60 / 45 / 30 minutes \$ _____

FOR CREDIT LESSONS:

Instructor _____ Instrument _____ # Credits (*circle one*)
 _____ 2 / 3 / 4 \$ _____

TOTAL TUITION DUE: = \$ _____

Remember: Your form cannot be processed without a copy of last year's income tax.

Required: Please use this section for a written statement that will support your request for tuition assistance. Include all information regarding financial assistance awarded by academic school, summer camps and festivals. Please write legibly, or attach a separate typed page. Please note that you may be requested to provide additional financial documents.