

SCHOLARSHIP APPLICATION
BOSTON CENTER FOR ADULT EDUCATION

5 Commonwealth Avenue, Boston, MA 02116

Phone (617) 267-4430; Fax (617) 247-3606

Application forms may be submitted at any time but must be received by the appropriate deadline. **All applications are due by the 15th, before the start month of the term (example: for term Nov/Dec, applications are due October 15th).**

To be considered for a scholarship, you must be over 17 years of age, be able to demonstrate financial need, not be enrolled as a full-time student in an institution of higher learning, and not have already reserved a place in the desired courses. **You must also attach a copy of your MOST RECENT tax returns or social security or disability information, even if you have been approved for a scholarship in the past. If you do not have access to these forms, you must include sufficient proof of your income, for example, at least four consecutive pay stubs from the most recent pay period.** If you are eligible, you may receive no more than six scholarships per year.

The Office of Student Services reviews scholarships after the due date of the application in order of receipt. If you are approved for a scholarship, you will be notified seven calendar days prior to the term start date. **Approval does not guarantee you a place in the desired classes.** If you are not approved, you will be notified by mail. (If you would like to be considered for the next term, you need to re-apply.) **Approved scholarship students must pay a co-payment in order to register for class.** The co-payment is usually 20% of a course's tuition, but can be more if the course has a materials fee. You can pay either by cash, check, money order, American Express, MasterCard, Visa, or Discover. Please see the back of the catalog or visit our web site at www.bcae.org for withdrawal and refund policies.

You must complete the attached application in full in order to be considered for a scholarship. If you have questions, please call the Student Services Office at (617) 267-4430. The Student Services Office is open Monday-Thursday 10AM-6PM and Friday 9AM-5PM. We are closed on some holidays.

Date Received: _____
Status: _____
Contacted: _____
Amount offered: _____

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Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Evening Phone: _____

Employment Status: _____

Yearly Adjusted Gross Income: _____

Number of Dependents: _____

Schools currently attending: _____

Are you a full-time student?: YES/NO (Circle one)

Attach a copy of your most recent tax returns, social security or disability information, or other sufficient proof of income to your application. Applications without this information will not be considered. Your tax returns or social security/disability information will be considered confidential and will only be used for scholarship consideration. After the scholarship review process, your tax returns or social security/disability information will be destroyed. This form, however, will be kept on file.

Please use this space for any additional notes or information **(Be sure to also complete the application's reverse side.)**

