



## Financial Aid Policies and Procedures

2020-2021

### Financial Aid Calendar

- **August 17:** Accepted student's contracts and co-payments for fall quarter due in the PCM office.
- **November 17:** Co-payment for the winter quarter due.
- **February 17:** Co-payment for the spring quarter due.
- **March:** Financial Aid applications available for subsequent school year.
- **May :** Financial Aid applications and all supporting documents due in the PCM office.
- **May - June:** PCM Financial Aid committee reviews all applications.
- **June:** All applicants are notified by mail. Accepted applicants receive a scholarship contract.

### How to Apply for Financial Aid

Students/families wishing to apply for need-based financial aid may obtain an application from the PCM office. Applications will be available in March for the subsequent school year. The application and required accompanying forms must be submitted to the office in May. Notification of financial aid awards for the school year will be mailed in June.

### Principles of Good Practice

1. Pasadena Conservatory of Music admits students of any race, color, national/ethnic origin, gender, sexual orientation, age, religious affiliation, and ability. It does not discriminate in its admission, retention, financial aid, scholarship, educational policies, or school administered programs.
2. The Conservatory continues to provide, insofar as possible, financial support to awardees as long as financial need is demonstrated and awardees continue to make musical progress and reapply every year.
3. The Conservatory makes and communicates financial aid decisions in a manner that permits families to make timely, careful and fully informed enrollment decisions.
4. The Conservatory establishes administrative and accounting procedures that distinguish need-based financial aid from tuition assistance not based on financial need.
5. The Conservatory safeguards the confidentiality of financial aid applications, records and decisions.
6. The Conservatory expects the same standards of behavior and musical performance for recipients of financial aid as it does for all other students.

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## Financial Aid Policies and Guidelines

- Families must apply for financial aid each year; it is not automatically renewable. They must be in good standing to be considered for the new school year.
- All parents, including noncustodial and step parents, must furnish the Conservatory with a copy of their current tax return with all the schedules and the accompanying W-2s, 1099s and other documents verifying income.
- The Conservatory reserves the right to request copies of divorce decrees, court orders and/or statements from uninterested parties to verify custody arrangements. In situations where couples are living together but not married, financial information will be required from both parties. Resources of a stepparent will be considered in making award determination. Unique or unusual circumstances will be taken into account.
- A business statement (income statement or tax return) must be submitted if parents own a business.
- Families must submit required forms and tax returns by the specified deadline or the request for financial aid may not be considered.
- The Conservatory reserves the right to withdraw financial aid at any time during the school year should the student fail to remain continuously enrolled for the school year, fail to attend lessons or classes regularly, for non payment, and fail to practice consistently, or fail to pay the co-pay on time.
- The Conservatory reserves the right to withdraw financial aid at any time during the school year should inaccuracies be discovered in the information provided.
- Families receiving financial aid will automatically be placed on a quarterly payment plan unless a monthly payment plan is requested.
- Instructors are required to evaluate student progress throughout the year.

## Merit Scholarship Policies and Guidelines

- Merit scholarships are offered to current PCM students by invitation only.
- Merit scholarships are limited in number and amount awarded.
- A recipient of a merit scholarship must demonstrate exceptional musical promise and a strong commitment to music study.
- The Conservatory reserves the right to withdraw a merit scholarship at any time during the school year should a student fail to attend lessons or classes regularly, to practice consistently or to make musical progress.
- Instructors are required to evaluate student progress throughout the year.

Applicants for a merit scholarship must present a letter of recommendation from a music teacher familiar with the student's ability and meet the following departmental requirements:

### **Piano Department**

Student must demonstrate the ability to perform late intermediate to advanced repertoire.

### **Strings Department**

Student must demonstrate balanced posture, beautiful tone and excellent intonation in intermediate to advanced repertoire.

### **Woodwinds/Brass/Percussion Department**

Student must demonstrate the ability to perform late intermediate to advanced repertoire.

### **Guitar Department**

Student must demonstrate the ability to perform late intermediate or advanced solo repertoire with solid technique, musicality and artistry.

### **Chamber Music Department**

Student must be at a high intermediate to advanced technical level and able to play standard literature accurately and musically.

### **Other Departments**

Scholarships are offered at the discretion of the Conservatory.

## Program Scholarship Policies and Guidelines

- Program scholarships are offered at the discretion of the Conservatory.
- The amount of the scholarship award is based upon financial need.
- The Conservatory reserves the right to withdraw a program scholarship at any time during the school year should a student fail to attend lessons or classes regularly, to practice consistently or to make musical progress.
- Instructors are required to evaluate student progress throughout the year.