



### **HCPSS Summer School Programs Tuition Reduction Procedures**

1. **All** families requesting tuition reduction must complete the Tuition Reduction Request.
2. Families that receive free or reduced-price meals (FARMs) qualify for the Standard Tuition Reduction Amount. These families may also choose to apply for a Scholarship. The Standard Tuition Reduction Amount and the HCPSS Summer School Program Scholarship (Scholarship) may cover up to 75% of the total tuition cost. If a Scholarship is requested, the HCPSS Summer School Program Scholarship Request Form must be completed.
3. Families that do not receive free or reduced-price meals, but are eligible and are seeking a tuition reduction may apply for a Scholarship. If the Scholarship is requested, the HCPSS Summer School Program Scholarship Request and the HCPSS Summer School Program Financial Information Forms must be completed. After the family’s household income is verified, the Federal Income Eligibility Guidelines will be used to determine the family’s eligibility to receive the Standard Tuition Reduction Amount. The income Eligibility Guidelines are posted at <http://www.hcpss.org/food-services/farms/> and are available upon request.
4. The Standard Tuition Reduction Amount is as follows:

	<b>Free</b>	<b>Reduced</b>
<b>Enrichment Course</b>	50% reduction	50% reduction
<b>Credit Course</b>	50% reduction	50% reduction

5. Families whose income exceeds the Federal Income Eligibility Guidelines, but who are experiencing a financial challenge or hardship, may apply for a Scholarship. Scholarships may cover up to 50% of the total tuition cost.
6. Procedures to apply for Tuition Reduction or Scholarship are included on the respective forms. All completed forms and supporting documents should be submitted at the time of registration.
7. A committee will review the supporting documents and the family will be informed of the decision.
8. The Tuition Reduction Request Form, HCPSS Summer School Program Scholarship Form, and the Federal Income Eligibility Guidelines are posted to the HCPSS Summer School Programs web page at [www.hcpss.org/summer/](http://www.hcpss.org/summer/).