

REQUIRED DOCUMENTS

These forms/documents must be included in order to begin processing your application.

- Registration Form. This is so the financial aid committee knows which class(es) you are interested in taking. Please make sure to include all of the classes you would like to take. If a class is added after an award is communicated, it cannot be covered under the award and must be paid in full. The link for this form can be found on the same webpage you used to download this document.
- Info Page (included in this document)
- Recommendation Form (Included in this document). The page provided may be used directly; however, if you already have a recommendation letter that has been used for another purpose and provided in another format (Word or PDF document) you may use that instead of this form.
- Interest Letter (included in this document). This is a series of short-answer questions which are designed to be written and/or answered directly by the student.
- Tax Documentation. This should be a copy of your household's most recent tax return. Single-parent households need only to include the returns from that parent. Dual-parent households must contain tax returns from both parents, regardless of whether or not they are filed separately. If your family does not file taxes we will also accept any documentation directly from an employer or government office detailing all household income and benefits.

ADDITIONAL DETAILS

- Our financial aid awards are given on a percentage basis. Most awards typically range from 25% to 100%. Awards can only be applied to tuition costs. All fees and parking passes must be paid for by the parent. For instance, if you are offered a 50% award and the registration form included in your application has you down for \$300 worth of classes, then the award would cover \$150 and the cost to you would be \$175 (the remaining tuition plus registration fee).
- Once an award is offered, it cannot be edited. If classes are dropped after an award is communicated, the percentage will not be altered.
- Application deadlines are as follows:
 - Academy, Fall/Spring Open Enrollment: Before the second week of classes
 - Summer: Before the first day of programming.
- Awards are available on a limited basis as available, it is always best to submit your application as far in advance as possible.
- Once your application has been received (with all required documentation) please allow 2-3 weeks for a response. Once an award is decided, it will be communicated to you via phone.
- If applying for multiple semesters within a school year it will not be necessary to fill out a new application each time. You will only be required to provide a new registration form and, if applicable, updated income documentation. Please let us know in advance that you would like us to use your previous documents. This rule applies only within a school year; for instance, if you apply for Fall classes you can use the same application for Spring and Summer. However, a brand new application is needed for every year.

SUBMISSION DETAILS

- Please send all documents via one of the following methods:
 - By email to hsmt@tuts.com
 - By mail to 800 Bagby Street Suite 100 / Houston, TX 77002
 - By fax to 713.558.8815
 - Drop off during regular business hours (Mon-Fri; 9am-5pm)
- We will not accept any digital documents in an image format (JPEG, BMP) as we cannot accept images of documents. Furthermore, we will not accept image documents that have been resaved in PDF format. All documents must be created via a desktop or mobile scanner and submitted in PDF format.
- If you have any questions, please contact the HSMT office at 713.558.8801



**FINANCIAL AID APPLICATION
INFO PAGE**

This application must be filled out in full and include a copy of the most recent year's IRS tax return in order to be considered. Parents are notified of the decision by letter. Awards are not transferable to other students or other semesters. Theatre Under The Stars Education does not discriminate against any individual, on any basis, in any of its policies, programs, or performance activities. The contents of this document are confidential.

STUDENT APPLICANT INFORMATION

STUDENT NAME:	DOB:	AGE:
ADDRESS:	CITY:	ZIP:
HOME/CELL PHONE:	EMAIL:	
SCHOOL:	ENTERING GRADE:	
PARENT:	RELATION:	
EMPLOYER:	WORK PHONE:	

DEPENDENT INFORMATION (please list all dependents living in the same address)

NAME:	AGE:
NAME:	AGE:
NAME:	AGE:
NAME:	AGE:
NAME:	AGE:

Awards are made for full tuition based on the applicants talent, financial need, and availability of funds.

PLEASE ATTACH THE FOLLOWING SUPPORTING DOCUMENTATION:

- Copy of the household's most recent IRS tax return
- Completed Interest Letter
- Two completed Recommendation Letters



HUMPHREYS SCHOOL • CLASSES IN THE COMMUNITY • THE RIVER

RECOMMENDATION FORM

To be completed by a teacher (school or private instructor). Please return this to the student in a sealed envelope.

STUDENT NAME:

YOUR NAME:

RELATIONSHIP TO STUDENT: School Teacher Private Instructor Other

HOW LONG HAVE YOU KNOWN THIS STUDENT:

DOES THIS STUDENT ENJOY PERFORMING: Yes No

WOULD YOU CONSIDER THIS STUDENT TO BE AN ASSET TO TUTS AND HSMT? Yes No

Please describe the theatrical and personal strengths of this student.

If you feel we need further information about this student, please attach a letter or use the back of this form.