



Tuition Assistance
Keeping Child Care Affordable for Families in Need

Tuition Assistance Application – one (1) per child

Important: Please attach copies of last year's W-2s and copies of the 2 most recent pay stubs for all adult earners in your family, and subsidy documentation. Applications will not be considered without these documents.

Site (Please check):

- Beacon Hill Delridge CC Hawthorne Highland Park Kimball Leschi
 Madrona Maple Miller Annex Montlake John Muir/Rainier CC Sanislo

Today's Date: _____

Parent/Guardian Name(s): _____

Co-Parent/Spouse/Partner Name (if applicable): _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number(s): _____ Email Address: _____

Family Household: Single Parent Married/Domestic Partnership

Number of persons in household: _____

Number of dependents under the age of 18: _____

Launch Child Name: _____

- GROSS (before taxes) Family Household Yearly Income: \$ _____
- GROSS (before taxes) Family Household Monthly Income: \$ _____
- Other sources of Income: Source (ex: child support, unemployment, disability insurance payments, TANF, SSI, SSD, and/or student loans or other sources (N/A if not applicable)): _____
 - TOTAL Monthly Amount of income from other sources: \$ _____

Household Type

Which of the following best describes your household?

- 1. Single Parent
- 2. 2 Parent Household
- 3. Lives with Another Guardian
- 4. Other: _____

What type of residence do you live in?

- 1. Renting an Apartment, House, or Other Type of Dwelling
- 2. House, Townhouse, or Condominium that I Own
- 3. Staying with Friends, Family Members, or Another Person's Home
- 4. Shelter, Transitional Housing, or Motel
- 5. Other: _____

Currently receiving assistance from (please check all that apply):

DSHS City of Seattle Seattle Milk Fund Other None

Launch Care choice:

School-Age: Summer Fall

Preschool: Summer Fall

If your family's situation includes extenuating circumstances that we should know about, please indicate here:

I attest that the information provided above is accurate. If any changes are necessary, I will notify Launch of any updates to the above information.

Signature: _____

Tuition Assistance and Tuition Payment Policies

- Launch Tuition Assistance amounts vary, and only cover the cost of base tuition for the program (not break days, late pick-up fees, late payment fees, and/or additional program fees.).
- All Tuition Payment Policies in the Launch Registration Packet continue to apply regardless of Tuition Assistance amounts granted.
- Launch reserves the right to request additional financial documentation to support the Tuition Assistance request, and to verify all information that the applicant has submitted.
- Regardless of Tuition Assistance level, at a minimum, \$15 per month payment is required.
- If you are applying for Tuition Assistance with your subsidy co-pay, your co-pay must be over \$100 per month to receive Launch Tuition Assistance.
- Special Circumstances: In special circumstances, a child can be admitted to the program on an emergency basis, while your family applies for Tuition Assistance and then the subsidies you qualify for, for up to one month of temporary assistance, depending on financial circumstances. Tuition Assistance application and materials will be due within one week of child placement, and amounts awarded can change after your family applies for/receives other subsidies you qualify for (which is required). If a Tuition Assistance application and required documentation are not received or completed within the 2nd week, and/or no family plan is developed to apply for subsidies, full tuition can be charged and your family responsible. If payments are not made, and subsidy funding is not secured within the 2nd month of care, families will be considered private pay and Launch will stop care if payment in full is not received by the end of the 2nd month.
- Tuition Assistance amounts are reviewed quarterly and updated documentation could be requested.
- If your financial situation changes at any time your child attends the program, you must notify Launch.
- Launch Tuition Assistance amounts are subject to availability of funds and are never guaranteed.
- Launch's Tuition Assistance application must be renewed yearly in accordance with the fiscal year.
 - If a Tuition Assistance application is received prior to July 1st of the given year, a new Tuition Assistance application must be submitted within the new fiscal year (July 1st or after) for the coming school year.

The following steps must be completed in this order to apply for Launch Tuition Assistance:

1. Complete this Tuition Assistance application fully and email back to us with the required documents.
 - a. Attach copies of the two most recent pay stubs for all wage earners in your family.
 - b. Attach copies of last year's W-2 for all wage earners in your family.
 - c. If you are currently unemployed, or have other sources of income, just let us know in the application and we will let you know what to provide us.
2. Apply to Washington State Working Connection Child Care (WCCC) to determine eligibility to receive child care subsidies from the State of WA, Department of Child, Youth and Families.
3. If you live in the Seattle City limits and are not eligible to receive WCCC subsidies, apply for the City of Seattle Child Care Assistance Program (CCAP) to determine eligibility to receive child care subsidies from the City of Seattle.
4. If you are not sure whether you are eligible you can go to <https://www.washingtonconnection.org/home/> and take the DSHS online trial eligibility test. CCAP guidelines can be found at <http://www.seattle.gov/education/child-care-and-preschool/comprehensive-child-care-program/child-care-assistance-program>.
5. If you are ineligible for WCCC and/or CCAP, attach documentation from that source stating that your family is ineligible or has placed your family on a waiting list. If you already know that you do not fit within the income guidelines for DSHS or CCAP please note this on your Tuition Assistance application and we will reach out for additional information.
6. Email the Launch Tuition Assistance application with **all** attachments to TuitionAssistance@launchlearning.org.

I have read, understand, and agree to comply with the Tuition Assistance and Tuition Payment policies, as well as the above next steps to apply for Launch Tuition Assistance.

Signature: _____

Dear Launch Family:

Launch realizes the importance of high-quality early childhood education and care for all children. Mindful of the financial strain that tuition may place on a family's budget, Launch offers Tuition Assistance to those families who financially qualify. We review each Tuition Assistance application on a case-by-case basis, with consideration for special circumstances, and we encourage you to apply if you feel that Tuition Assistance would provide the assistance your family needs to thrive.

For families wanting to apply for Launch Tuition Assistance, we require a Tuition Assistance application be completed and returned – with all required financial documentation upon submission and a detailed explanation of your situation.

After applying for Tuition Assistance, if your family qualifies for a subsidy, Launch requires that families apply for Washington State Working Connection Child Care (WCCC) support (a comprehensive Washington State program that bundles several assistance programs into one application process), and the City of Seattle Child Care Assistance Program (CCAP).

Launch also offers support to families who have unique hardship circumstances, and who may or may not qualify for WCCC and/or CCAP assistance. Homeless households are eligible for expedited program placement and tuition support.

Throughout the Tuition Assistance application and evaluation process, Launch will communicate with you to ensure we receive all necessary documentation that will support your Tuition Assistance application.

Here are some ways you could receive help with your tuition:

- Monthly Payment Plans: Available by contacting Launch Finance Department (half payments to be paid on the 1st and 15th of the month) at Finance@launchlearning.org.
- Working Connections Child Care (DSHS/DCYF): If you already qualify for DSHS services or think you might, you can contact WCCC for eligibility at 1-877-501-2233 or visit <https://www.washingtonconnection.org/home/>
- Child Care Assistance Program (City of Seattle): If you live within the Seattle city limits and do not qualify for WCCC/DSHS due to over income levels other reasons, contact CCAP at 206-386-1050 or visit <http://www.seattle.gov/education/child-care-and-preschool/child-care-assistance-program>
- Goodwin Connections (Seattle Milk Fund): If you are currently enrolled in a local university or community college, you may qualify for a tuition grant, for eligibility call 206-526-7944 or visit <https://goodwinconnections.org/>
- Child Care Resources (Homeless Child Care subsidy program): If you are currently experiencing homelessness and are ineligible for public child care subsidy or need help paying for child care copays, contact CCR at 206-329-5842 or <https://childcare.org/what-we-do/homeless-child-care.aspx>

Our mission is to “*Lead the charge to brilliant outcomes for the children of our community by ensuring equitable access to the highest quality learning and care*” and Launch believes every child deserves a safe and nurturing early education experience. Our Tuition Assistance financial program could be one way to that outcome for you and your family.

If you have any questions, please contact us at TuitionAssistance@launchlearning.org.

Thank you,

The Launch Team