

## Liberty Center Scholarship Application Procedure

1. Application requests must be made at least 30 days prior to the date the assistance will be needed. For example, if one is requesting assistance to start on June 1<sup>st</sup>, the application must be submitted no later than May 1<sup>st</sup>. Once the completed application is received the Scholarship Committee will review the information and attempt to make a decision within three weeks.
2. Families are required to exhaust all other forms of assistance prior to applying for a scholarship. If a student currently receives Child Care Assistance and/or Family Support and is transitioning from the school-year program to the summer program, we ask that the families contact their Case Worker or Family Support Coordinator for possible adjustments in payment amounts.
3. The Scholarship Committee is not able to make a scholarship determination until responses from other supporting agencies such as Child Care Assistance or Family Support, have been received, so that an appropriate amount for scholarship can be determined.