



Performance Academy

165 N. Glendora Ave. Glendora, CA 91741

626-963-1300~ kkivy@topbillingent.org

Top Billing Entertainment Performance Academy is proud of its commitment to be accessible to all interested performers, regardless of financial situation or past arts experience. We are proud to offer scholarships on a sliding scale so that no one is turned away for lack of funds. We are able to accomplish this goal through the generosity of private and public funders and individuals. About 70% of our budget comes from event ticket sales. Please try to sell tickets and program ads before applying for financial need. The sliding scale scholarship program works only if each family contributes to the maximum of its ability. We recognize that the economy puts stress on families of all income levels; therefore we set TBE's ticket sales and program ad sales expectations at reasonable levels so that they can be achieved by most of our families.

If you are interested in the sliding scale scholarship program, here's what you need to do:

- Submit a \$50 deposit cash or check with the form below.
- Fill out the financial form at the end of this letter. **You must answer all questions and attach the first page of our most recent income tax return, or if you do not have one, proof of income, unemployment or disability.** Make sure to include any special circumstances that may contribute to your need to apply for financial aid.
- Answer on the line, "How much of the fees or fundraisers do you feel you can achieve?" Then follow the guidelines below for the percentage of the fundraisers you should contribute. If you would like to make more than one payment, indicate it in that space as well. Please try to make the maximum payment and participate in as many of the fundraisers as possible, even if it exceeds the guidelines. Although we cannot guarantee to honor your exact request, we try to come within the range of your estimation.
- Everyone who receives financial aid must volunteer a prescribed number of hours. Fill out your volunteer preferences on the volunteer sheet. This is a way for us to keep our running costs down so that we can provide even more aid to students. The jobs we need performed are quite varied, and include weekend and evening work for working parents. The amount of volunteer time required is based on the duration of a particular production or season. Volunteering is a very enjoyable way to become part of our process and helps our staff enormously. Here is a general guideline for determining sliding scale scholarship rates:

\$50 minimum payment or fundraiser income for everyone on all classes and productions.

Υ 70% assistance for gross family incomes under \$20,000

Υ 60% assistance for gross family incomes between \$20,000---\$25,0000.

Υ 50% assistance for gross family incomes between \$25,000---\$30,0000.

Υ 40% assistance for gross family incomes between \$30,000---\$40,0000.

Υ 30% assistance for gross family incomes between \$40,000---\$50,0000.

Υ 20% assistance for gross family incomes between \$50,000---\$60,0000.

Υ If gross family income is above \$60,000 please explain your need circumstances if requesting financial aid.

Υ **All payments can be made in installments or by participating in the planned fundraisers.**

Again, these are guidelines only. Bear in mind that we have many requests for financial aid, and we like to spread our scholarship funds out to as many performers as possible, so please stretch a bit when you calculate your needs. On the other hand, we keep in mind the number of people in your family and any special circumstances you have. Sometimes the minimum payment will exceed the 80 or 90% level.

Financial aid can only be applied toward instructional tuition fees and will not apply to costumes, cast t-shirts, competition fees, tickets, or other performance fees.

Thank you for your interest in Top Billing Entertainment Performance Academy. We welcome your children and hope to accommodate your financial needs. After we receive your financial aid form, we will get back to you with your financial aid reward and volunteer assignments. Feel free to e-mail kkivy@topbillingent.org with any questions.

Thank you,

Kristina Keener Ivy

Kristina Keener Ivy, Executive Director

TOP BILLING ENTERTAINMENT PERFORMANCE ACADEMY FINANCIAL AID APPLICATION

A copy of the front page of your most recent income tax return is required to process this application, along with a TBE Audition Form, available online: www.topbillingent.org

CHILD'S NAME _____
TBE Class or Production for which you are applying _____
Parent or Guardian's Name _____
Address: _____

A. Marital status (circle one)

Single Married Partnered Divorced Separated Widowed

Applicant lives with _____

Number of Family Members _____

Salaries and wages (Currently) of parents/guardians \$ _____

Salaries and wages (Last Tax Year) of parents/guardians \$ _____

Expenses: Rent \$ _____ Monthly mortgage if you own home \$ _____

Assets: Checking/Savings Account \$ _____

Other Investments (CD's, Stocks, etc.) \$ _____

B. Please explain why you are requesting financial assistance from Top Billing Entertainment. Include any unusual expenses you may have.

C. Realistically, how much of the fees or fundraisers do you feel you can achieve? _____
(A minimum deposit of \$50 will be required from all applicants.)

I would like a payment plan. I require _____ payments.

I declare that the information reported on this form is true and complete.

Date

Signature of Parent or Guardian

Please bring application to first rehearsal with both sides complete and a \$50 deposit (if you have not already paid) or send application to:

Top Billing Entertainment 167 N. Glendora Ave. Glendora, CA 91741 For questions, please email: kkivy@topbillingent.org

VOLUNTEER OPPORTUNITIES & REQUIREMENTS

Student's Name _____ Parent's Name _____

Indicate which class/program you are registered for.

Individual Class _____ (*1 hour per child per class of volunteer time*)

Performance Ensembles/Productions (more than one hour per week) _____
(*2 hours per child of volunteer time per week; 3 hours for more than one child per week*)

Below is a list of jobs we for which we need volunteers. Please check three jobs you are interested in and we will assign them to you before the program begins. Please note that we will not consider your application for financial aid until you complete this form.

If you are taking an single class please sign up for.....

- _____ Assisting with office work at TBE (flexible times)
- _____ Cleaning the Academy or Warehouse
- _____ Distributing brochures and other publicity related activities
- _____ Driving to pick up food, materials or set pieces as needed
- _____ You choose! I will do anything.

If you are part of the musical productions you may also sign up for the above as well as.....

- _____ Sewing costumes at home or at the Academy
- _____ Building/painting the sets
- _____ Building/purchasing the props
- _____ Putting on makeup and assisting backstage during performances
- _____ Show stage or tech crew

I am available during the day (specify) _____

Weekends and evenings only _____

Thank you! We look forward to working with you and your children this session.