



AAAPTG Foundation  
 P.O. Box 3139  
 Ann Arbor, MI 48106  
 www.aaaptgf.org

**FINANCIAL ASSISTANCE APPLICATION**

**This section to be completed by student first and returned to teacher.**

Student's last name	First name	Middle initial
Parent/Guardian's name (if applicable)	Phone	e-mail
Street address	City	Zip
School	Grade	Birth date
Present piano teacher	Length of study with present teacher (minimum 4 months)	

Please give reasons why assistance is needed at this time:

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Date	Applicant or parent/guardian signature
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**This section to be completed by teacher**

Teacher's name	e-mail
Address	Phone
Member of AAAPTG since?	How long have you been teaching
Total amount requested	

How will the assistance funds be used?

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Date	AAAPTG member signature
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Mail to: Mary Sue Moore  
 10895 E. Pleasant Lake Road  
 Manchester, MI 48158



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## **DISCRETIONARY ASSISTANCE FUND - TEACHER GUIDELINES**

The Discretionary Assistance Fund is available to benefit students of AAAPTG members who demonstrate an immediate and specific financial need relating to continuing piano studies. The Fund shall be administered according to the following guidelines:

1. All applications must be directed to the President of the AAAPTG Foundation, and will be reviewed on a regular basis by a committee consisting of three of the following: President, Vice-President, Treasurer and an alternate, all members of the Foundation Board. The review committee will grant awards in its sole discretion.
2. Applications must be completed, signed and submitted by a member of the AAAPTG on behalf of a student, only after the student (or parent/guardian) has completed their portion. The application must include the purpose and reason for the request.
3. Examples of financial needs include: piano tuning, purchase of music books, piano moving or purchase, short-term emergency tuition, fees for audition or contest entry, travel, summer camp tuition, etc. This list is not meant to be exclusive, and is provided only for illustrating the type of needs contemplated when the Fund was established.
4. Up to \$400.00 may be awarded to a student during a fiscal year. It will not be made to the same individual in two successive fiscal years. Only one \$400.00 grant per year per family with more than one child studying piano may be awarded. Student must have studied with teacher for at least 4 months.
5. An award is not intended to address a recurring or long-term need (such as teachers voluntarily charging a reduced rate for an entire year). In addition an award will not be given for a student who has already been given the financial assistance he/she is requesting (retroactive).
6. The award will be paid to the teacher or provider of service if not teacher and the student will be notified that his/her teacher or provider has received it.
7. If any member of the review committee wishes to submit an application for financial assistance for their student, then the alternate will serve for that decision.
8. The AAAPTG Foundation annually will establish a budget for the Discretionary Assistance Fund. At the end of each fiscal year, unused funds will be added back to the general fund of the Foundation.
9. The Fund operates on the same fiscal year as the AAAPTG Foundation (currently June 1 to May 31).



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## **DISCRETIONARY ASSISTANCE FUND - STUDENT GUIDELINES**

The Discretionary Assistance Fund is available to benefit students of the Ann Arbor Area Piano Teachers Guild members who demonstrate an immediate and specific financial need relating to continuing piano studies. Please complete the top portion of the enclosed application and return it to your teacher. Listed below is information pertaining to the application and the process used in determining the award.

1. A committee of three people from the AAAPTG Foundation Board known as the “Review Board” will review your application. It will grant awards in its sole discretion.
2. Examples of financial needs include: piano tuning, purchase of music books, piano moving or purchase, short-term emergency tuition, fees for audition or contest entry, travel, summer camp tuition, etc. This list is not meant to be exclusive, and is provided only for illustrating the type of needs contemplated when the Fund was established.
3. Up to \$400.00 may be awarded to a student during a fiscal year. It will not be made to the same individual in two successive fiscal years. Only one \$400.00 grant per year per family with more than one child studying piano may be awarded. Student must have studied with teacher for at least 4 months.
4. An award is not intended to address a recurring or long-term need. In addition an award will not be given for a student who has already been given the financial assistance he/she is requesting (retroactive).
5. The award will be paid to the teacher or provider of service if not teacher and the student will be notified that his/her teacher or provider has received it.
6. The AAAPTG Foundation annually will establish a budget for the Discretionary Assistance fund. At the end of each fiscal year, unused funds will be added back to the general fund of the Foundation.
7. The Fund operates on the same fiscal year as the AAAPTG Foundation (currently June 1 to May 31).