

CHILDREN'S INSTITUTE
LINCOLN SCHOLARSHIP AND TITSWORTH CHILDCARE ENDOWMENT
APPLICATION INSTRUCTIONS

The Lincoln Scholarship and Titsworth Childcare Endowment are usually awarded winter semester. An email will be sent to families on the list serve with information on when and how to apply.

The Lincoln Scholarship is childcare funding support for minority and/or handicapped children and/or families with hardships with children ages 18 months to 6 years attending the EMU Children's Institute. It is an award to help families with their tuition at the Children's Institute. Its distribution is based on both financial need and race/ethnic designation. The money awarded is based upon interest from the Lincoln Health Care Foundation Children's Institute Endowment.

The Titsworth Childcare Endowment is childcare funding support for EMU student families who demonstrate scholastic ability and financial need and have a child or children who require child care services in order for them to attend classes at EMU. The scholarship will be applied to expenses associated with enrollment of a child or children ages 18 months to 6 years attending the EMU Children's Institute.

The number of awards will vary depending upon the number of applicants that meet the requirements. It will also vary depending upon the amount of money available. The Lincoln Scholarship and Titsworth Childcare Endowment maximum award is \$500.00 per family for each award. You may continue to apply for each award until the \$500.00 maximum is reached. Once the \$500.00 cap is reached, the family is no longer eligible for an award.

All funds awarded are directly applied to your Children's Institute account balance. Your child must be enrolled the entire semester it is awarded, or the award will be rescinded. Awards do not carry forward from one semester to another. A family must re-apply. No refunds will be issued on Lincoln Scholarship or Titsworth Childcare Endowment money.

When we open the Scholarship for families to apply the following guidelines will need to be met. Please submit the following application materials to: EMU Children's Institute, 1055 Cornell, Fletcher, Ypsilanti, MI 48197.

- Application Form: Please fill out completely and sign.
- Income Documentation: **All income must be documented. Non documented applications will not be processed.** Please send all of the following documentation that applies to your income sources:
 1. Current Tax Copies or W2's
 2. And/or payroll documentation-payroll check stubs for the most recent 4-week period for all wage earners. If you are paid monthly, submit the two most recent pay stubs. If this is not possible, a letter from your employer stating your date of hire, work schedule, and wages will be accepted.
 3. Financial Aid awards
 4. DHS awards
 5. Unemployment check stubs
 6. Friend of the Court breakdown/child support award letter
 7. Social Security Income check stubs
 8. Other income documentation