**Guidelines**

To be eligible for assistance, you must: (a) submit a complete Tuition Assistance Application along with all required attachments prior to the deadline; (b) have computed financial need, as determined by the MLA program; and (c) meet other requisite conditions for tuition assistance.

The MLA program admits students without regard for their ability to pay. Fundamental to the MLA program’s commitment to need-blind admission and to a need-based tuition assistance program is the expectation that the student will assume the *first* and *primary* responsibility for financing educational costs.

Many applicants ask if their tuition assistance will automatically be renewed in future years. Students must reapply and provide all required documents by the stated deadline to assure tuition assistance consideration each year. Since the MLA program’s tuition assistance awards are based on computed need, eligibility for funds will normally change only slightly from year to year unless there are significant changes in income, assets, family size, or number of children attending college or university. Future awards will generally be consistent with the initial package if: (a) the computed need does not change significantly; (b) the application documents are completed fully and submitted on time; (c) funds are available; and (d) policies do not change.

**Application Procedures**

The application deadline is **Wednesday, June 1, 2016**.

During the application review process, the MLA program may request further information or documentation in order to make a thorough evaluation of an application. Students are urged to respond promptly and completely to these requests to avoid delays in award notification.

**To apply for tuition assistance, submit the following to the MLA office no later than Wednesday, June 1, 2016:**

- Completed and signed 2016-2017 Tuition Assistance Application;
- W-2 Forms and other records of money earned;
- Signed copy of your (and your spouse/domestic partner’s) 2015 tax return;
- 2015 untaxed income records – Social Security, Temporary Assistance to Needy Families, welfare, or veterans benefits;
- Most current 3 months of 2016 bank statements (waived for students receiving aid in 2015-2016); and
- 2015 business and investment mortgage information, business and farm records, stock, bond, and other investment records.
Completed applications are due in the MLA office by Wednesday, June 1, 2016

**Personal Information**

Name

Street address

City, state, zip

Phone number

Date of birth

Occupation

Place of employment

Marital status (single, married, engaged)

Number of dependent children and their ages

Number of other dependents living with you

Total number of family members in household

Spouse/Domestic partner's name

Spouse/Domestic partner's occupation

Spouse/Domestic partner's place of employment

**2015 Income**

<table>
<thead>
<tr>
<th>Source of Income</th>
<th>Yourself</th>
<th>Spouse/Dom. Partner</th>
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<tbody>
<tr>
<td>Wages, salary, tips</td>
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<tr>
<td>Interest income</td>
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<tr>
<td>Dividends</td>
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<td></td>
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<tr>
<td>Income from business or farm</td>
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<tr>
<td>Rental income</td>
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<tr>
<td>Pensions, annuities, royalties, partnerships, estates, trusts, etc.</td>
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<tr>
<td>Alimony</td>
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<tr>
<td>Child support</td>
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<tr>
<td>Unemployment compensation</td>
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<tr>
<td>Disability compensation</td>
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<tr>
<td>Welfare benefits</td>
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</tbody>
</table>
### Social Security

- Yourself
- Spouse/Dom. Partner

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### Veterans' benefits

- Yourself
- Spouse/Dom. Partner

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### Contributions to tax-deferred pension and savings plans (paid directly or withheld from earnings)

- Yourself
- Spouse/Dom. Partner

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### IRA deductions and payments to self-employed SEP, SIMPLE and Keogh and other qualified plans

- Yourself
- Spouse/Dom. Partner

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### Foreign income exclusion from IRS Form 2555-line 43 or 2555EZ-line 18

- Yourself
- Spouse/Dom. Partner

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### Housing, food, and other living allowances paid to members of the military, clergy, etc.

- Yourself
- Spouse/Dom. Partner

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### Other income

- Yourself
- Spouse/Dom. Partner

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**TOTAL INCOME:**

**If you anticipate that your income will change significantly in 2016-2017, please indicate that, and provide details under Other Information on page 5.**

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### Assets

**As of today, what is the net worth of your current investments?**

Net worth means current value minus debt.

Investments include: real estate (do not include the home you live in), trust funds, money market funds, mutual funds, certificates of deposit, stocks, stock options, bonds, other securities, education IRAs, college savings plans, installment and land sale contracts (including mortgages held), commodities, etc. Investment value includes the market value of those investments as of today. Investment debt means only those debts that are related to the investments.

Investments do not include: the home you live in, cash, savings, checking accounts, the value of life and retirement plans (pension funds, annuities, noneducation IRAs, Keogh plans, etc.), or the value of prepaid tuition plans.

- Yourself
- Spouse/Dom. Partner
As of today, what is the net worth of your current businesses and/or investment farms (Do not include a farm you live on and operate)?

<table>
<thead>
<tr>
<th>Yourself</th>
<th>Spouse/Dom. Partner</th>
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Net worth means current value minus debt. Business and/or investment farm value includes the market value of land, buildings, machinery, equipment, inventory, etc. Business and/or investment farm debt means only those debts for which the business or investment farm was used as collateral.

As of today, what is the total value of your retirement accounts (after taxes/penalties)

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As of today, what is the total value of your home equity

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As of today, what is your total current balance of cash, savings, and checking accounts

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Value of any other assets

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<tr>
<th>TOTAL VALUE OF ASSETS:</th>
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**Anticipated 2016-2017 Annual Expenses**

If you share expenses with your Spouse/Dom. Partner you can list your combined total expenses in each category under ‘Yourself’

<table>
<thead>
<tr>
<th>Yourself (annual)</th>
<th>Spouse/Dom. Partner (annual)</th>
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- Housing (rent or mortgage)
- Food
- Transportation (car loan, gas, etc.)
- Health (medical, dental)
- Child care
- College/private school tuition for any dependents
- Services (cable, phone, power, etc.)
- Personal (incidents, clothes, etc.)
- Entertainment (music, theater, trips, etc.)
- Credit debt (not included above)
- Miscellaneous (please explain)

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<tr>
<th>TOTAL ANTICIPATED EXPENSES:</th>
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**Other Information**

Do you have any other special financial needs that you would like us to consider?

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