

Qué Tal Language Program Scholarship Policy and Procedure

Introduction

Qué Tal is committed to providing high-quality Spanish language education to all students within the program, regardless of their financial situation. We offer scholarships for both the school year and summer programming to families demonstrating financial need. This document outlines the policy and procedures for applying for and maintaining these scholarships.

Scholarship Policy

Purpose

The purpose of the scholarship program is to support families facing financial challenges by providing tuition assistance for Qué Tal's school year and summer language programs.

Scope

This policy applies to all applicants seeking financial assistance for Qué Tal's educational programs.

Eligibility Criteria

To be eligible for a scholarship, applicants must:

1. Demonstrate the need for financial assistance by providing the required documentation.
2. Meet the behavioral and attendance expectations set by Qué Tal.
3. Have no outstanding balance from previous sessions at Qué Tal.

Documentation Required

Applicants must submit the following documentation to demonstrate financial need for school year scholarships:

1. Copy of individual or family tax return (1040 form)
2. If there is a change in income this year from your prior year tax form, please upload current pay stubs or unemployment documentation.

3. Family Situational Documentation (if applicable), such as a large unexpected expense, medical bill, child in university, or a child with disability, etc.
4. Proof of shared custody (if applicable), such as divorce or court papers

For summer scholarships, families may self-request the amount of financial assistance needed without the full documentation required for school year scholarships. However, they must provide a brief explanation of their financial situation and need.

Requesting Financial Assistance

Families are encouraged to specify the amount of financial assistance they need to attend Qué Tal programs. This helps ensure that we can support as many families as possible within our available resources.

Scholarship Maintenance

To maintain the scholarship throughout the year or summer program, the student must:

1. Demonstrate good academic performance.
2. Meet the behavioral and attendance expectations.
3. Continue to meet the conditions that prompted the granting of the scholarship.

Scholarship Procedure

Application Process

1. **Obtain Application Form**
 - The application form is available on the Qué Tal website as a Google Form.
2. **Complete Application Form**
 - Fill out all required fields in the Google Form, including personal information and detailed financial information.
3. **Submit Application Form**
 - Submit the completed Google Form through the Qué Tal website to apply for the scholarship.

Review Process

1. **Initial Review**
 - The Office Manager will conduct an initial review to ensure the application is complete and all required documentation is provided (for school year scholarships).

2. **Rolling Review**

- Applications will be received and reviewed on a rolling basis by the Executive Director and the Office Manager. They will evaluate the financial need and make a final decision on the scholarship award.

3. **Notification**

- Applicants will be notified of the decision via email within four weeks of submitting their completed application.

Awarding Scholarships

1. **Award Letter**

- Successful applicants will receive an award letter detailing the amount of the scholarship and any conditions for maintaining the scholarship.

2. **Acceptance**

- Applicants must sign and return the acceptance letter within two weeks to confirm their acceptance of the scholarship and agree to the terms and conditions.

Student Expectations

1. **Ongoing Evaluation**

- In order to ensure the student's qualified for the scholarship through the years, we observe the student's academic performance, behavior, and attendance
 - i. **Performance:** The student exhibits motivation and passion in class and continues to try their best to work with the teacher and their classmates without interrupting and disrupting class flow.
 - ii. **Behavior:** Inappropriate behavior is not tolerated in and out of the classroom. The student presents themselves with respect to the staff, students, and faculty.
 - iii. **Attendance:** Student consistently attends classes. Parents notify the office appropriately for absences such as illness or leave of absence. Parents ensures student completes missing assignments to stay current if classes are missed.

2. **Annual Renewal**

- Scholarships are not automatically renewed. Families must reapply each year they are requesting assistance using a new form and updated financial information.

Data Privacy:

Qué Tal is committed to protecting the privacy and confidentiality of personal information provided by applicants. All information collected will be used solely for the purpose of assessing eligibility for scholarships and administering the scholarship program. We adhere to applicable data protection laws and will not disclose personal information to third parties without consent, except as required by law or necessary for program administration.

Non-Discrimination:

Qué Tal foundation is to provide equal opportunities for all applicants and participants without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other characteristic protected by law. We do not discriminate in our scholarship awards or program activities based on these characteristics.

Contact Information

For any questions or further information, please contact the Office Manager at office@quetalmn.org or 763-208-3231.

Mission: Provide engaging opportunities to learn Spanish through classes and programs with authentic exposure to the language and culture.

Vision Statement: Ignite a passion for the Spanish language and diverse cultures, empowering students to communicate confidently and enrich their global outlook.