



## **Instructions for Completing the 2019-20 Application For Tuition Assistance**

Dear Applicant,

We are pleased to consider your request for tuition assistance to support your studies at The Radical Aliveness Institute. Below is important information that we ask you to review thoroughly before starting your application process.

### **OVERVIEW - PLEASE READ**

There are three parts to this application packet as noted below. Please make sure you have read and understand all three components:

1. This cover letter contains key information and important dates that you need to meet in order to ensure your application is accepted for consideration.
2. The Tuition Assistance Agreement details the Award Criteria, Funding Information and the Award Spirit, Requirements and Agreement. There is a signature section that represents an acknowledgement of your commitment to honor the agreements you are making with The Radical Aliveness Institute.
3. The Application itself which we ask that you fill out completely before submitting.

### **IMPORTANT DATES**

Due to the detailed nature of the review activity and the time commitment involved, we are unable to allow exceptions to missed deadlines. Therefore, please pay close attention to the following due dates as you navigate the process.

**Wednesday, May 15:** Application documents available on Radical Aliveness website.

**Tuesday, July 16:** Deadline for questions to be submitted to the Committee regarding the Application, Tuition Assistance Agreement, and supporting documentation. Please read through the entire application to ensure that you understand all of the requirements. Please submit questions to: [scholarship.committee@radicalaliveness.org](mailto:scholarship.committee@radicalaliveness.org).

**Thursday, July 25:**

1. Complete all academic, process/supervision sessions and financial requirements for the 2018/19 school year. In order to be eligible to apply for tuition assistance, a student must have completed all the requirements they agreed to complete when they signed their initial acceptance letter. These requirements include homework, attendance, process/supervision sessions and financial commitments for the 2018/19 school year and are outlined in detail in the Student Handbook. If you are not sure whether you have met these requirements, please contact your Class Coordinator well before this date so that you can complete any outstanding items. If these requirements are not met, the committee will not accept a student's application.
2. Send the Tuition Assistance Committee an email at [scholarship.committee@radicalaliveness.org](mailto:scholarship.committee@radicalaliveness.org) with your confirmation that you will be submitting an application on or before August 1. The Committee will then send you a dedicated and secure link for your application. If you plan to submit your application before July 25, please notify the committee and we will send you a link.

**Thursday, August 1:** Application, Tuition Assistance Agreement, and all supporting documentation due **Thursday, August 1, 2019, 11:59PM Pacific Daylight Time**. Upload completed application to our secure site using the link provided. Materials will only be viewed by members of the Committee. Late applications will not be accepted. Incomplete applications will be returned and must be re-submitted by the August 1 due date in order to be accepted.

**August 1-8:** Committee confirms receipt of complete application and schedules interview.

**August 5-16:** Applicant Interviews. In addition to the materials provided in the application, the Committee will conduct interviews with all Applicants. The purpose of the interview is to review the information in the application, give the Applicant an opportunity to discuss any issues that are not in the application and generally give the Committee members and the Applicant a chance to get to know one another better. Interviews will be conducted by 1-2 Committee members.

**August 22:** Committee sends decisions to Applicants by email.

**Tuesday, September 3:** Applicants notify Committee of decision

Thank you again. We hope these instructions provide you with a clear understanding of the application process. Please contact us at the email address above with any questions.

The Tuition Assistance Committee