

COVID-19 Emergency Tuition Assistance Request Form

If you were recently unemployed or laid off due to the current COVID-19 pandemic, please fill out this Emergency Tuition Request form. This form will be reviewed by your school administrator and if you qualify, a separate application will be submitted by the school on your behalf requesting assistance. Should you need additional assistance, please contact Clare Sullivan, Director of Scholarships, at csullivan@archchicago.org

Please answer all questions below:

1. Please provide the name of the school your child attends:

2. Please enter the Mother's first and last name

3. What was Mother's employment status prior to March 15th? **Circle One**

- Employed - Full time
- Employed - Part time
- Unemployed
- Disabled

4. Please provide the name of mother's employer

5. Please enter mother's position/title

6. What is mother's current employment status? **Circle One**

- Permanent Lay off - Employer has provided no promise of future employment
- Temporary Lay Off - Employment will resume once crisis is over
- Employed but reduced hours
- Disabled
- Unemployed
- Employed

7. Can mother provide a letter/email from your employer as proof of layoff/reduced hours? **Circle One**

- Yes (supply copy to school)
- No

8. Is the mother currently eligible for Unemployment benefits? **Circle One**

- Yes
- No

9. Is the mother eligible for Unemployment, has an application been completed? **Circle One**

- Yes
- No

10.If mom is receiving unemployment benefits, how much is received a week?

\$

11.Please enter Father's first and last name

12.What was Father's employment status prior to March 15th? **Circle One**

- Employed - Full time
- Employed -Part time
- Unemployed
- Disabled

13.Please enter Father's employer's information below

14.Please enter father's position/title

15.What is father's current employment status? **Circle One**

- Permanent Lay off - Employer has provided no promise of future employment
- Temporary Lay Off - Employment will resume once crisis is over
- Employed but reduced hours
- Disabled
- Employed
- Unemployed

16.Can the father provide a letter/email from his employer as proof of layoff/reduced hours? **Circle One**

- Yes (supply copy to school)
- No

17.Is the father currently eligible for Unemployment benefits? **Circle One**

- Yes
- No

18.If father is eligible for Unemployment, has an application been completed? **Circle One**

- Yes
- No

19.If receiving unemployment benefits, how much is father receiving a week?

\$

20. Please use the below space to describe your current financial situation and any additional circumstances that you believe would make you eligible for assistance. Once completed, submit this form as well as any additional documents (layoff letter, childcare invoice, paystubs) to your school administrator as soon as possible to complete your request.