



# COVID-19 Emergency Fund Request Form

for Park School Families

**INSTRUCTIONS:** Please complete all sections below. Should a section not apply to you, acknowledge this by writing "N/A" in the available space. All submissions must be signed. Submitting an Emergency Fund request is not a guarantee that a grant will be available. Completing this request is the first step in the application process for COVID-19 emergency funds. After your COVID-19 EMERGENCY FUND REQUEST form has been reviewed, you will be asked to complete the School and Student Services (SSS) application where all supporting documents may be securely submitted online if you have not done so already. Send completed Request Form to [tuitionassistance@parkschool.net](mailto:tuitionassistance@parkschool.net).

## Family Profile

Parent/Guardian A Name: \_\_\_\_\_ 2019 Gross Income: \$ \_\_\_\_\_

Occupation: \_\_\_\_\_

Parent/Guardian B Name: \_\_\_\_\_ 2019 Gross Income: \$ \_\_\_\_\_

Occupation: \_\_\_\_\_

Park Student Name/Grade in 2020-21: \_\_\_\_\_

Park Student Name/Grade in 2020-21: \_\_\_\_\_

Park Student Name/Grade in 2020-21: \_\_\_\_\_

Non-Park Student(s)/Age(s)/School(s): \_\_\_\_\_

## Resources

Have you considered or requested one of the following options for sustaining tuition payments at Park:

- a. Transition from 12-month payment plan to a 2-pay or 10-pay plan  yes  no
- b. Defer upcoming payment(s) for up to two months  yes  no
- c. Modify monthly payment amount  yes  no

Have you applied for any state or government stimulus programs (if eligible)?

- a. Paycheck Protection Program  yes  no
- b. Maryland Small Business Loans  yes  no
- c. Other (please describe) \_\_\_\_\_

## Financial Profile (Part 1)

- |  | Parent A   | Parent B   |
|--|--|--|
| 1. Do you own a business?  | <input type="checkbox"/> yes <input type="checkbox"/> no | <input type="checkbox"/> yes <input type="checkbox"/> no |
| a. If yes, what is the nature of your business? _____                          |  |  |
| 2. Did your business <u>or</u> your place of employment close due to COVID-19? | <input type="checkbox"/> yes <input type="checkbox"/> no | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 3. Is your employer paying you your full wages right now?                      | <input type="checkbox"/> yes <input type="checkbox"/> no | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 4. Have you had a reduction in wages due to COVID-19 (attach documentation)?   | <input type="checkbox"/> yes <input type="checkbox"/> no | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 5. Have you been laid off from your job (attach documentation)?                | <input type="checkbox"/> yes <input type="checkbox"/> no | <input type="checkbox"/> yes <input type="checkbox"/> no |



# COVID-19 Emergency Fund Request Form, *cont'd*

for Park School Families

TUITION ASSISTANCE PROGRAM – COVID-19 EMERGENCY FUND REQUEST FORM

## Financial Profile (Part 1, *continued*)

Parent A

Parent B

6. Have you/will you receive severance pay (*attach documentation*)?  yes  no  yes  no
7. Have you applied for unemployment compensation?  yes  no  yes  no
8. Do you have a retirement account?  yes  no  yes  no
9. Are you eligible to take an early withdrawal of funds from your retirement?  yes  no  yes  no
- a. If yes, have you done so and at what amount: \_\_\_\_\_
10. Do you own a 529 education savings account for any of your students?  yes  no  yes  no
- a. If yes, how much per student? \_\_\_\_\_
- \_\_\_\_\_

## Financial Profile (Part 2)

1. What was your average monthly income prior to March 1, 2020? \_\_\_\_\_
2. What is your average monthly income currently (after March 1, 2020)? \_\_\_\_\_
3. What is the estimated value of any (non-retirement) savings and/or investments? \_\_\_\_\_
4. If applicable, what is the amount of dividend and/or interest income reported on your last 1040? \_\_\_\_\_
5. Your primary residence is (check one)?  rented  owned  other If rented, monthly rent: \$ \_\_\_\_\_  
 If owned, year purchased: \_\_\_\_\_ Purchase price: \_\_\_\_\_  
 Current home value: \_\_\_\_\_ Unpaid mortgage amount: \_\_\_\_\_  
 Annual mortgage payment: \_\_\_\_\_
6. If applicable, have you requested a deferment or adjustment to your regular mortgage payments?  yes  no  
 If yes, please describe: \_\_\_\_\_
7. Does your family receive financial support from family or friends? \_\_\_\_\_
8. Please indicate any outstanding debts or unusual expenses not yet addressed on this form: \_\_\_\_\_
9. Please feel free to attach additional sheets to share supplementary information you feel would be relevant in considering your current situation due to the unforeseen impact of COVID-19.

**By signing below, I attest that the information submitted here is true and accurate to the best of my knowledge. Intentionally providing false information will result in ineligibility for any form of emergency assistance and may impact future eligibility for tuition assistance through the normal application process.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date