



Capitol Language Services (CLS)
Financial Aid Guidelines 2023-2024

Dear Parents:

If you would like to apply for financial aid, please submit the following documents.

1. A) If you filed US tax returns in 2022:

- IRS 2022 tax return official transcript. Transcripts requests can be made through the IRS website <https://www.irs.gov/Individuals/Get-Transcript>

B) If you did not file a US tax return in 2022 but started a job in 2023:

- A letter from your employer stating your current employment. (*E.g., offer letter*)
- 3 months of your latest paystubs. (*If you have started less than 3 months ago, please specify*)

C) If you are currently unemployed and waiting to start a job:

- Your unemployment statements of benefits for the past 6 months.
- A letter from your future employer stating your commencement date.
Please note that in order to be granted financial aid, a two-parent household must include two working parents, which justifies the need for after-school. A one-parent household must include a working parent.

2. A typed and signed letter stating:

- The reasons why it would be a hardship to pay full tuition.
- The total amount you would be able to afford each month for before care and or/aftercare.
- If you are eligible for free or reduced-fee meals at school or if you qualify for the SNAP program.
- The documentation proving that you qualify for free or reduced-fee meals.
- The documentation proving that you are enrolled in the SNAP program.
Please print your letter, **sign it manually**, scan it and upload it.

3. Upload this document dated and signed.

By accepting to receive financial aid, you are agreeing to the following:

- Absence notification: Each time your child is absent from the program, you must send an email to CLS.
- Payments: Payments must be made by the 1st of every month.
- Parent Handbook and CLS policies: [Parent Handbook with CLS policies, rules and procedures.](#) CLS requires parents to fully comply with the CLS policies as stated in the parent handbook.

Please give CLS a call at (202) 597-5453 if you have any questions. We are here to help.

I have read and understood CLS' Financial Aid guidelines as well CLS' policies as indicated in the Parent Handbook attached.

Name of Parent/Guardian

Name of the child

Parent/Guardian Signature

Date

CAPITOL LANGUAGE SERVICES – CHILD CARE AND AFTER-SCHOOL PROGRAMS
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