

# Memo



Montgomery County  
Community College

☐ 340 DeKalb Pike Blue Bell, PA 19422 ☐ 101 College Drive Pottstown, PA 19464 www.mc3.edu

**To:** Financial Aid Office **From:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Re:** Child Care Fees **CC:** \_\_\_\_\_

This is a request for financial aid to cover child care fees as follows.

Weekly fee	\$
Multiplied by number of weeks*	X 16
Total tuition for the semester	\$
Less payments**	-
Total transfer	\$

\*Must be the number of weeks from the financial aid payment start date to the end of the semester. Partial semesters not permitted.

\*\*Financial does not cover the \$30 registration fee and \$15 insurance fee. This must be paid at the time of registration. Payment for any additional hours, not included above, is the responsibility of the student/parent. The payment transfer will occur approximately 5 weeks after the start of the semester.

**No changes may be made to this form.** If a change is requested a new form must be completed with all signatures.

I approve the transfer of financial aid funds indicated above to pay for child care. I understand that I remain responsible for child care tuition charges if financial aid is cancelled or decreased for any reason.

\_\_\_\_\_  
Student/Parent Signature Printed Name Date:

Approved by:

\_\_\_\_\_  
Deborah Ravacon/Children's Center Date:

\_\_\_\_\_  
Juanita Maniscalco/Business Office Date:

This agreement becomes effective when all signatures are complete.

# How to Use Financial Aid to Cover Child Care Fees

## Instructions for Student Parents

1. Obtain a copy of the MCCC Children's Center Registration form. Go to [www.mc3.edu](http://www.mc3.edu). Click on Student Resources, then click on Child Care. On the Child Care page look for the link to the Registration form. Review the schedule options.
2. Register for your MCCC classes.
3. Complete the Children's Center Registration form, selecting the hours needed based on the schedules offered and your course schedule. Complete the section below the scheduling grid to determine your weekly fee. Check your calculations for accuracy.
4. Complete the attached the Financial Aid form. The aid must cover from the start date through the end of the semester. No partial semesters permitted.
5. Schedule an appointment at the Children's Center (215-641-6618) to get the Registration form and Financial Aid form approved. Bring a payment of \$45 to cover the registration and insurance fees.
6. Once the Business Office has approved the Financial Aid form, a copy will be provided to you and another sent to the Center Director. No changes will be permitted once the form is complete. If a change is requested, a new form must be completed and processed, following the instructions above.