

PALMETTO LITERACY COUNCIL

BUILDING A STRONGER COMMUNITY THROUGH LITERACY



1435 Cannon Road
Myrtle Beach, SC 29577
843-945-9278

STUDENT INTAKE FORM

PLEASE PRINT CLEARLY

Student's Information

First Name _____ Last Name _____ M.I. _____

Street Address _____

City _____ State _____ Zip Code _____

Male or Female? _____ Date of Birth _____ Grade Level _____

☐ Male

School Attending _____

☐ Female

Language(s) Spoken at Home _____

** Ethnicity _____ Black _____ Special Needs _____ Physical Disability _____
_____ Hispanic _____ Deaf/Hard of Hearing _____
_____ White _____ Blind/Visually Impaired _____
_____ Native American _____
_____ Asian _____
_____ Other _____

** Optional-we use this information for grants that support our mission **

Lives in the City of Myrtle Beach Yes No

English Language Learner Yes _____ No _____

Refugee/Immigrant Yes _____ No _____

Country _____

Parent's Information

First Name _____ Last Name _____

Home Phone _____ Cell Phone _____

E-Mail _____ Employment _____ Full-Time _____
_____ Part-Time _____
Language(s) Spoken _____ Retired _____
Unemployed Location _____
Preference _____ Other _____

***BRING PROOF OF INCOME TO THE SCREENING APPOINTMENT
(FIRST APPOINTMENT)***

Family Income

We are collecting this information for our funding sources. We do not share your personal information with anyone.

Please indicate whether you are participating in our Sliding Scale Tuition Program.

Yes _____ No _____

If yes, please indicate your income level per our Sliding Scale Tuition Fees chart on page 9 and indicate which Tier number your family fits.

Tier 0 _____ Tier 1 _____ Tier 2 _____ Tier 3 _____ Tier 4 _____

PROOF OF INCOME SUBMITTED: _____
Date

Student Availability

Earliest & Latest Time	Mon	Tues	Wed	Thu	Fri	Sat
Start Time						
End Time						

Is there anything else you would like to tell us about the student?

STUDENT CONTRACT

Student Name: _____

Parent/Guardian Name: _____
(IF STUDENT IS UNDER 18 YEARS OF AGE)

As a student of the Palmetto Literacy Council, I agree to abide by the following guidelines:

- ✓ I understand that all information I provide to the Palmetto Literacy Council (PLC) is protected by privacy and confidentiality laws and/or policies and will not be shared with people or entities outside of PLC.
- ✓ I agree to attend tutoring sessions two (2) hours per week. This can occur in one (1) session or two (2) sessions based on my agreement with my tutor. Tutoring will occur in a public setting to ensure the safety of both myself and the tutor.
- ✓ I agree to notify PLC by email or phone if my tutor “no shows” and/or reschedules a session at the time of occurrence. If my tutor “no shows” twice in one (1) month, I agree to contact Palmetto Literacy Council to discuss with the Executive Director if the match should continue.
- ✓ I agree to attend the initial student/tutor match meeting with a PLC staff member. This session will review my assessments, set student goals and create our tutoring schedule. **If after this meeting I do not feel comfortable with this tutor, I can decline this match and be reassigned to a different tutor.*
- ✓ I agree to notify my tutor of any dates I will be unavailable and/or reschedule a session prior to not attending the scheduled session.

Student Signature

Date

Parent Signature (if student is under 18)

Date

PHOTO/VIDEO RELEASE FORM

I hereby authorize the Palmetto Literacy Council (referred to as "The Council"), and those acting pursuant to its authority, a nonexclusive grant to:

- a) Record my likeness and/or voice on video, audio, photographic, digital, electronic, online format or any and all other media.
- b) Use my name in connection with these recordings (if necessary).
- c) Use, reproduce, publish, republish, exhibit, edit, modify or distribute, in whole or in part, these recordings in all media without compensation for any purpose that The Council, and those acting in pursuant to its authority, deem appropriate, including promotional or advertising efforts. These recordings may appear in a variety of formats and media now available to The Council and that may be available in the future (e.g. print publications, video tapes, CD-ROM, DVD, Internet, mobile, digital, social media).

I hereby release The Council and those acting pursuant to its authority from liability, claims and demands for any violation of any personal or proprietary right I may have in connection with such use, including any and all claims for libel, defamation, or invasion of privacy. I understand that all such recordings, in whatever medium, shall remain the property of The Council. I have read and fully understand the terms of this release.

NAME: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP CODE: _____
PHONE: _____ EMAIL: _____

SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN SIGNATURE (IF UNDER 18):

_____ DATE: _____

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Health & Safety PROCEDURES

The following are procedures to be followed by all volunteers, tutors and students.

- Face covering is recommended until COVID is under control (less than 3% of population in Horry County).
- Please wear a face covering if either tutor or student feel safer with the use of face coverings. Please respect each other's comfort level.
- If using face coverings, please use with the following guidance:
 - ✓ cleaned regularly
 - ✓ cover the area from the nose bridge to under the chin
 - ✓ Secured with elastics around the ears or ties
- If wearing a face covering, please remember to speak clearly and to speak up, it might be difficult for your partner to hear and/or understand you.
- Frequently wash your hands with soap and water for at least twenty (20) seconds. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose and/or mouth.
- Cough or sneeze into your elbow. If you use a tissue, discard it properly and wash/sanitize your hands.
- If you are sick or have been in recent close contact with someone who is sick, stay at home.
- Recognize and respect personal risk factors (certain people are at a high risk for developing complications or acquiring the COVID or other viruses).
- Be sure to maintain proper social distancing as recommended by the CDC/SC-DHEC.

I hereby acknowledge that COVID-19 is and has been a health emergency and I have read, understood and agree to comply with the policy and procedures listed above.

I acknowledge that failure to comply with these procedures as listed above may lead to the termination of my involvement with the Palmetto Literacy Council.

Signature of Volunteer

Date Signed

Signature of Adult Student or Guardian

Date Signed

Days/Time/Location of Temporary Tutoring Sessions

Days/Time/Location of Permanent Tutoring Sessions

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Sliding Fee Application

Applicant's Name: _____ Phone # _____

Applicant's Address: _____

Student's Name (if school-age) _____

HOUSEHOLD INFORMATION: List "SELF" on line 1. List the name of spouse or significant other on Line 2. List the names of dependent children or others in household on lines 2-5.

Name: First, Middle Initial, Last	Date of Birth	Relationship to Head of Household	Annual Income
1.		SELF	
2.			
3.			
4.			
5.			
6.			
7.			

By signing my name below, I attest that all of these statements are true.

(Signature of Applicant)

(Date)

- Participation in the Sliding Scale Tuition Fee program includes a discount for tutoring (see Sliding Scale Tuition Fee chart attached). Without the sliding scale discount, students/families will be charged \$50/hour or \$400/month tuition for tutoring."
- Verification of income is due to Palmetto Literacy Council, at the screening (first appointment).
- Credit for tutoring sessions not held will only be a credit if session cancelled **24 hours** prior to session. This must be reported by email to palmettoliteracycouncil@gmail.com by the tutor.

BELOW SECTION FOR INTERNAL OFFICE USE ONLY

INCOME:

Total value of income: (make copies for file)			
Number of Household Members			
Qualifies for Sliding Fee Scale	Yes	No	Scale Chart #

Approved by _____ Date _____ Expires _____

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Introducing the New Sliding Scale Tuition Fee

A **nonprofit sliding scale tuition fee** for tutoring services is a way to charge families based on their ability to pay, ensuring the service remains accessible while still generating some revenue to help cover program costs. This system is being put in place at Palmetto Literacy Council to help us sustain the program. We are growing, and we want to remain a program you are proud to be associated with. It will be effective for all students screened after August 31, 2025. Students screened prior will be grandfathered.

PURPOSE

- Not everyone pays the same rate; those with lower incomes pay less or nothing at all, while those with higher incomes pay more.
- Keeps tutoring accessible for students from all backgrounds while still contributing to operational sustainability.

HOW IT'S SET UP

- **Income brackets:** Palmetto Literacy Council sets specific household income ranges.
- **Fee tiers:** Each bracket is assigned a discounted rate based on the Federal Poverty Levels. Full price for tutoring would be \$50 per hour or \$400 per month. See our Sliding Scale Tuition Program Charges attached.
- **Verification:** Families submit documents like tax returns or pay stubs. See the "Forms of Verification of Income" list.
- **Payment:** Tuition payments will be due each month and due on the 1st of the month. We accept checks, debit cards and charge cards. Payments may be made online. Tuition will be due the month tutoring starts.

CONSIDERATIONS

- **Sustainability:** Ensure that Palmetto Literacy Council can continue to provide high-quality tutoring in Horry County.
- **Transparency:** The sliding scale is being used to help Palmetto Literacy Council continue to provide the effective tutoring that our community needs.
- **Confidentiality:** We promise to keep income and fee arrangements private and will not be shared.

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VERIFICATION OF INCOME

PROOF OF CURRENT INCOME AND EXPENSES FOR FAMILY:

YOU MUST PROVIDE A LETTER, WRITTEN STATEMENT, OR COPY OF CHECK STUBS, FROM THE EMPLOYER, PERSON OR AGENCY PROVIDING THE INCOME. SUBMIT ALL THAT APPLY. PROVIDE THE MOST RECENT PROOF OF INCOME BEFORE TAXES. THE PROOF MUST BE DATED, INCLUDE THE EMPLOYEE'S NAME AND SHOW GROSS INCOME FOR THE PAY PERIOD.

YOU NEED TO SHOW ONE FORM OF VERIFICATION. WE RESERVE THE RIGHT TO REQUEST MORE FORMS AS NEEDED.

VERIFICATION OF INCOME IS DUE AT THE MEETING WHEN YOU MEET THE SCREENER (FIRST APPOINTMENT).

PICK ONE:

Wages and Salary

- Paycheck stubs (4 consecutive weeks)
- Letter from employer on letterhead, signed and dated
- Income tax return/W2

Self Employed

- Signed and dated income tax return and all schedules
- Records of earnings and expenses

Unemployment Benefits

- Award letter/certificate
- Benefit check
- Correspondence from Social Security Administration and Dept. of Labor

Social Security

- Award letter/certificate
- Benefit check
- Correspondence from Social Administration

Child Support/Alimony

- Letter from person providing support
- Letter from court
- Child support/alimony check stub

Veteran's Benefits

- Veterans are tuition free
- Benefit check stub
- Correspondence from Veteran's Administration

Military Pay

- Active Duty and Families are tuition free

Worker's Comp

- Award letter
- Check stub

Income from Rent

- Letter from tenant
- Check stub

Interest/Dividends/Royalties

- Statement from bank, credit union or financial institution
- Letter from broker
- Letter from agent

Private Pensions and Annuities

- Statement from pension/annuity

- **W-2'S OR INCOME TAX RETURN FOR OTHER THAN SELF EMPLOYED MAY BE USED FOR APPLICATIONS PRIOR TO APRIL 6TH OF THE FOLLOWING YEAR. IF LATER, YOU MUST INCLUDE ANOTHER FORM OF DOCUMENTATION.

CHECKS RETURNED FOR INSUFFICIENT FUNDS WILL RESULT IN A \$50 CHARGE

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Sliding Scale Tuition Program Fees

Full Price for Tutoring: \$50 per hour, \$400 per month

We are discounting charges to a maximum of \$40 per hour.

Based on 2026 Federal Poverty Levels

FEES					
Federal Poverty Level	0% - 150%	151%-180% green	181%-200% orange	201% - 250% yellow	≥251% pink
TIER # Tuition	0 Tuition	1 Tuition	2 Tuition	3 Tuition	4 Tuition
Household Size/ Tuition	FREE	\$10 per hour \$80/Month	\$20/hour \$160/Month	\$30/hour \$240/Month	\$40 per hour \$320/Month
1	0-\$23,940	\$23,941-\$28,728	\$28,729-\$31,920	\$31,921 -\$39,900	\$39,901-
2	0-\$32,460	\$32,461-\$38,952	\$38,953-\$43,280	\$43,281-\$54,100	\$54,101-
3	0-\$40,980	\$40,981-\$49,176	\$49,177-\$54,640	\$54,641-\$68,300	\$68,301-
4	0-\$49,500	\$49,501-\$59,400	\$59,401-\$66,000	\$66,001-\$82,500	\$82,501-
5	0-\$58,020	\$58,021-\$69,624	\$69,625-\$77,360	\$77,361-\$96,700	\$96,701-
6	0-\$66,540	\$66,541-\$79,848	\$79,849-\$88,720	\$88,721-\$110,900	\$110,901-
7	0-\$75,060	\$75,061-\$90,072	\$90,073-\$100,080	\$100,081-\$125,100	\$125,101-

*We reserve the right to adjust student tuition fee schedule due to extenuating circumstances.