Welcome to the

Town of Breckenridge's

Tuition Assistance Application

User's Guide

This document is intended to help guide you through the process of applying for the Town of Breckenridge's Tuition Assistance Program. If you have questions not addressed by this guide please contact Austyn Dineen at austynd@townofbreckenridge.com or at 970-547-4303.
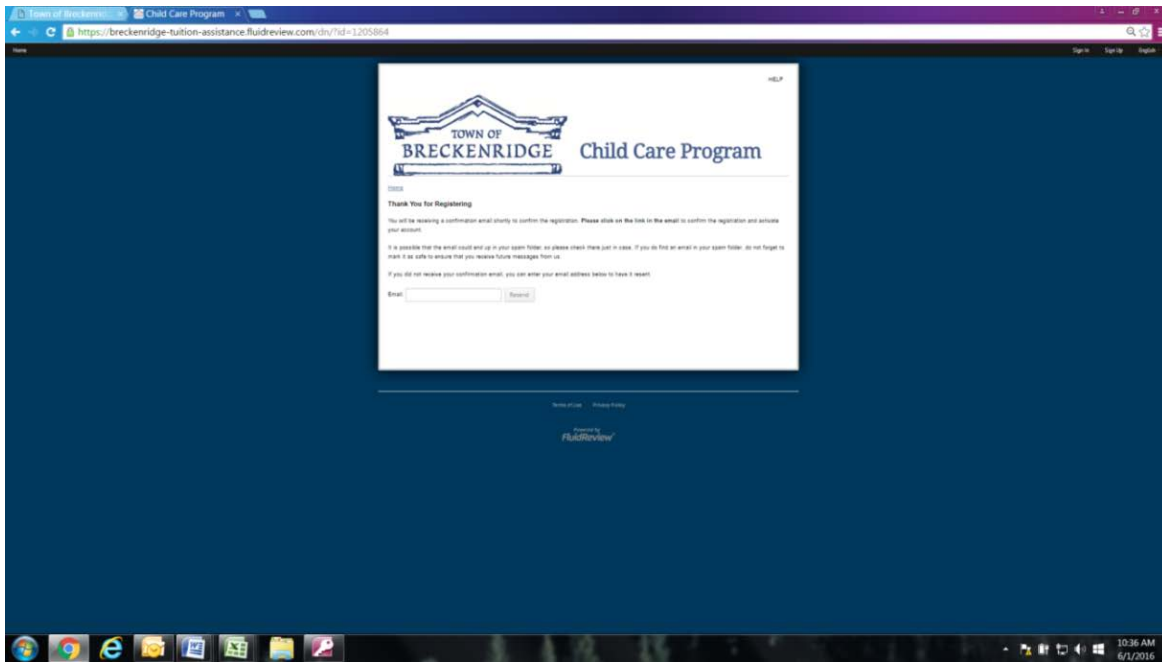
To get started you will need to open a browser and navigate to http://breckenridge-tuition-assistance.fluidreview.com/ to sign up for a New Account.
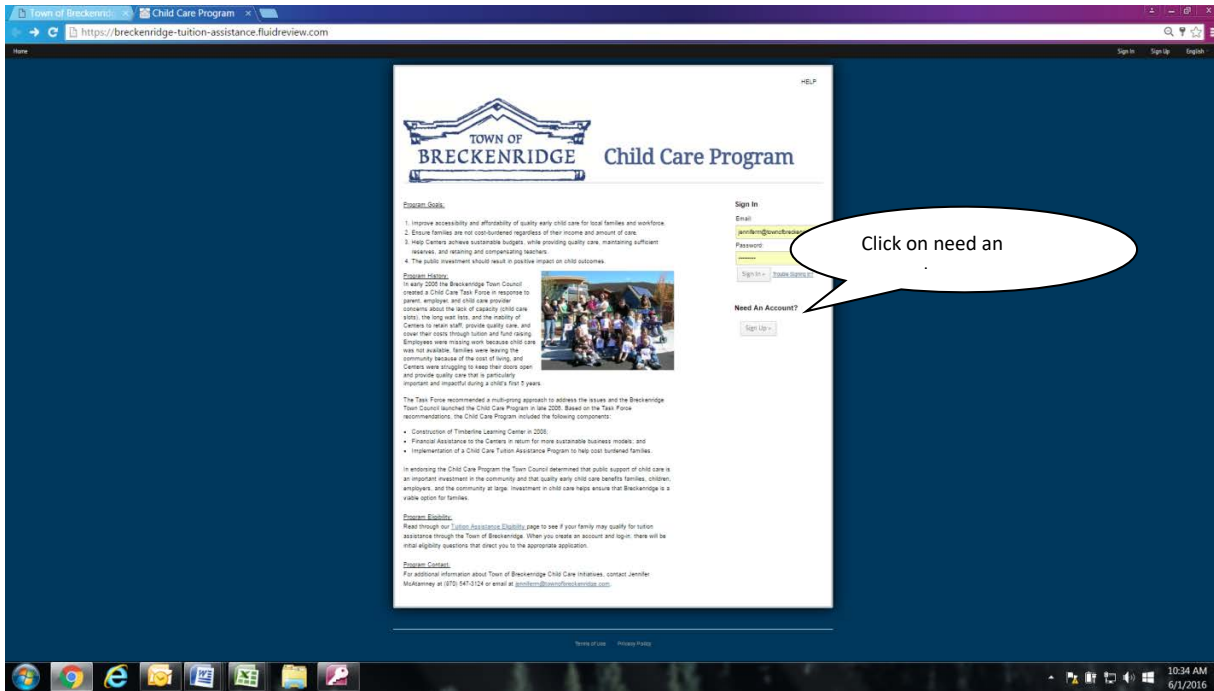

This will bring you to the sign up page please complete all the info below and click the Register button.
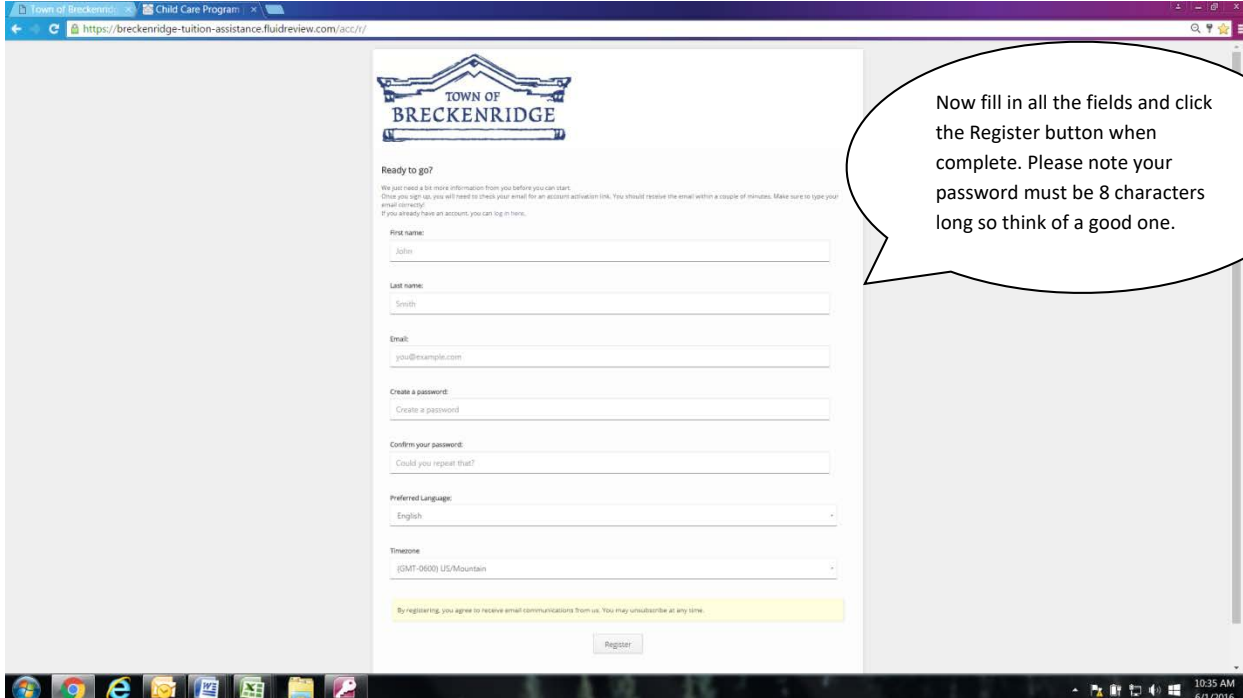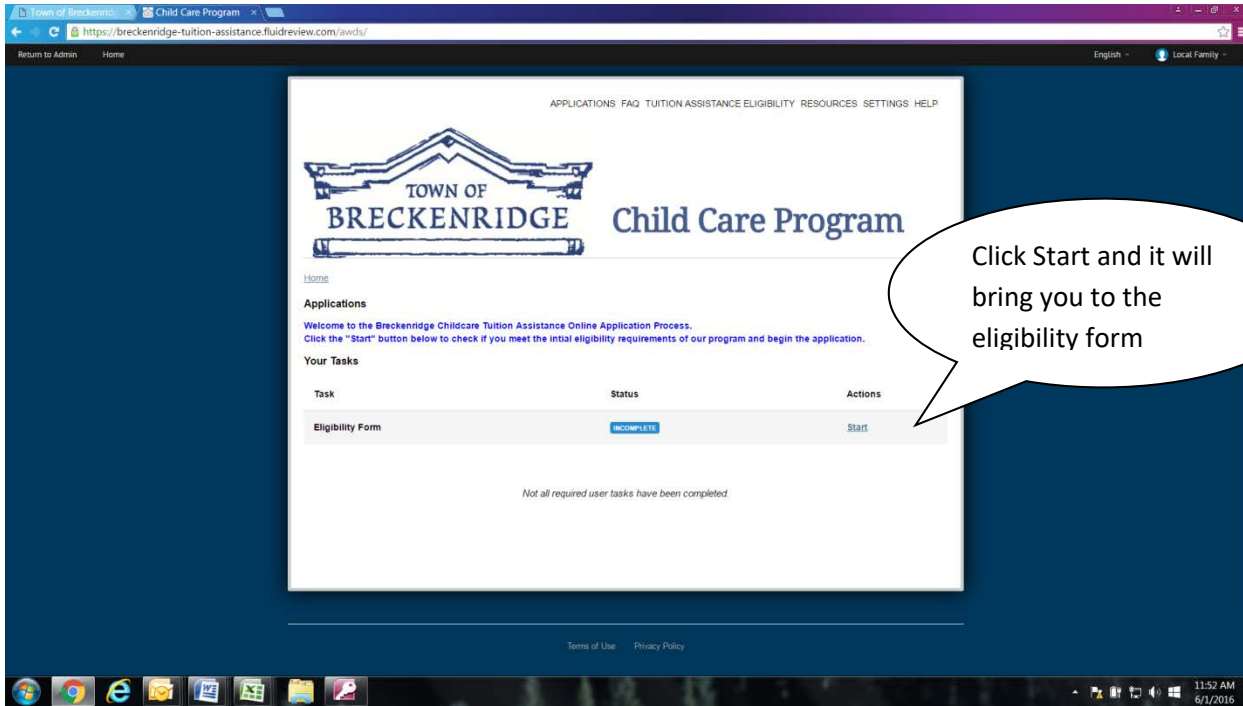
Once you have registered please check your email and verify your registration to login.

If you do not see a message like the one below in your Inbox please check your spam/junk folder and add: noreply@fluidreview.com to your safe sender list for future correspondence from our tuition assistance application program.
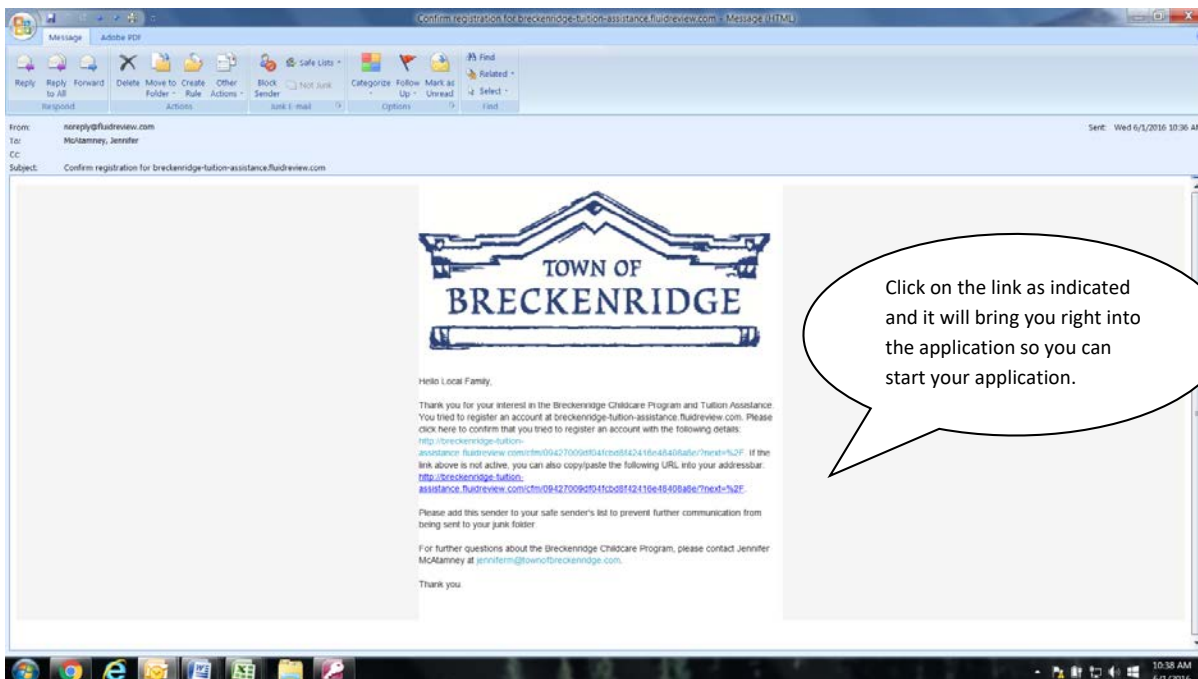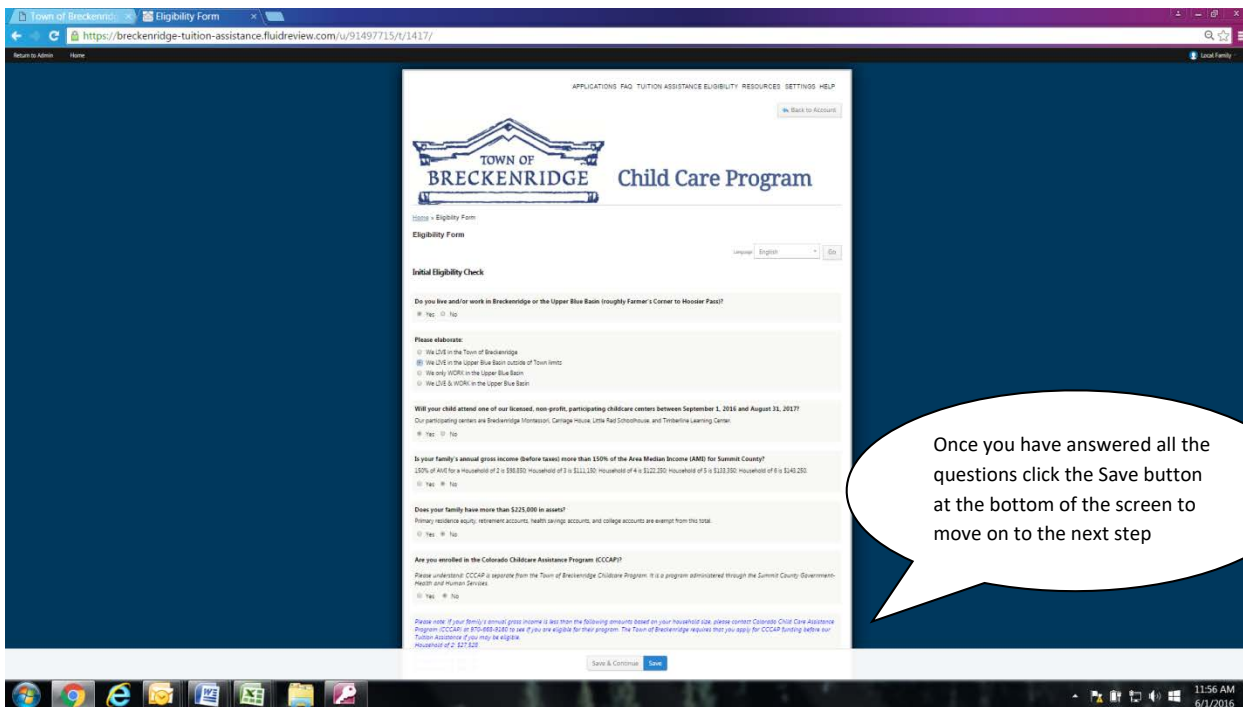
Now you are ready to start your application. The first step is to determine if you are eligible for Tuition Assistance through the Town of Breckenridge.

Please answer the questions to determine if you are eligible for Tuition Assistance from the Town of Breckenridge. Applications should be completed annually for Tuition Assistance. Our open enrollment period is June 1 – July 1 for the upcoming September – August school year.

If you meet the eligibility requirements continue to the application. Eligible families will either complete the regular application or if you participate in CCCAP (Colorado Child Care Assistance Program) you will be directed to a CCCAP application.

To get started on your application please click the Edit button

You have made it to the main application or Task screen. Here it will show you the list of tasks that need to be completed prior to submitting your application.


This progress bar shows you how far you are in the application process

Below the Progress Bar you will find a list of tasks still pending for upload or completion.

If you need other family members to help you with parts of the application you can add them here at Add Member. This will give them their own login to the family application.

After clicking on Start next to the Breckenridge Child Care Tuition Assistance Program Application it will bring you to the check list which is the start of the personal info portion of the application. It is a good idea to print this list out and get those documents assembled prior to continuing on. You can save your application and come back anytime by just logging back in.
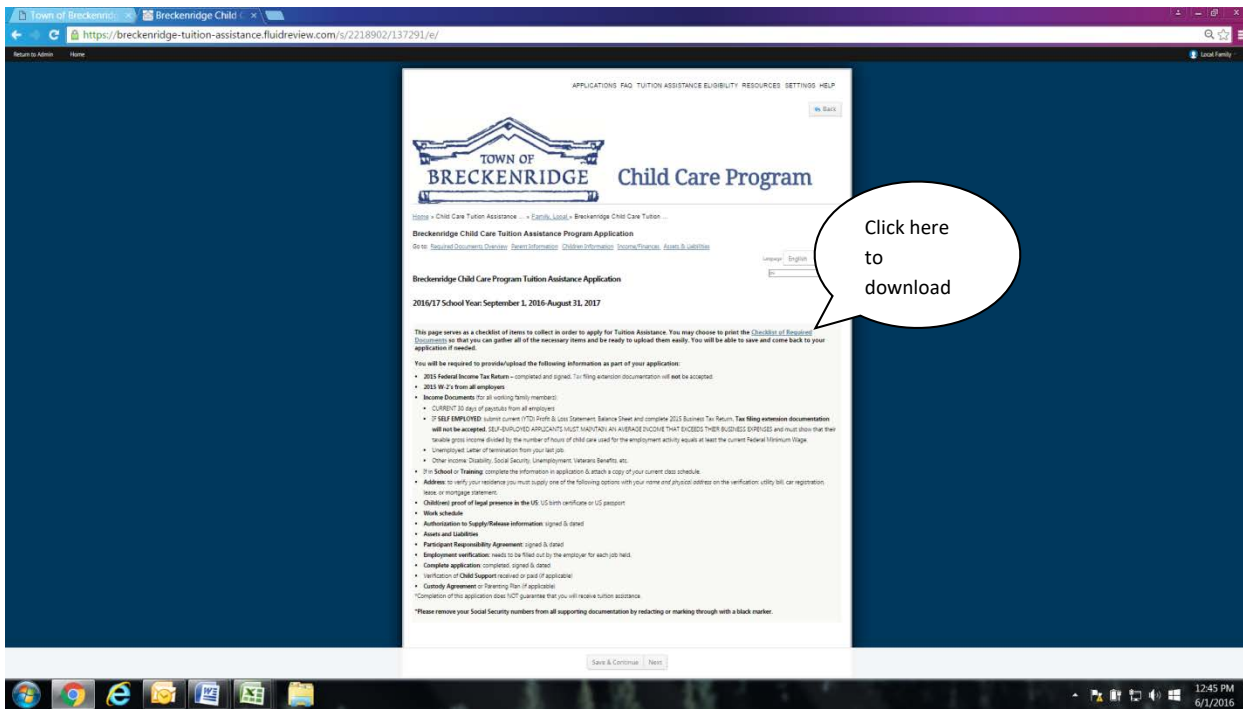
After you click Next you will be in the personal information portion of the form. Please complete using the best possible details for the upcoming school year. Be sure to scroll down to complete all the questions on this page before pressing Next as there are a number of required fields.
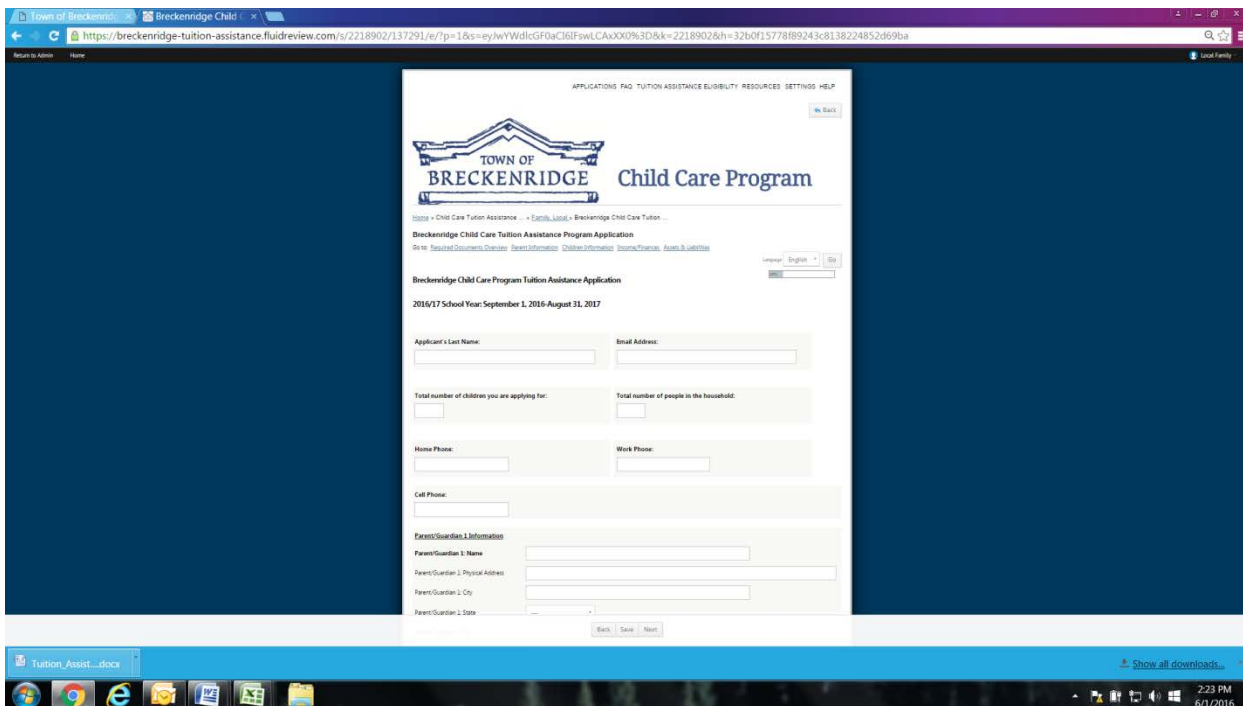
As you continue on this form please provide information for your children/expected children and the care you are planning on for this upcoming school year.

Now don't forget to sign the bottom of this page. You can use your mouse to sign or if you have a touch screen your finger. Once completed click Next to continue to the next step.

Once you have signed the personal information form click Next to move on to the employment/income portion of the application. Please complete this information before moving on to the next section.

After clicking Next you will continue on to the asset/liability portion of the application. Please list all of your assets and liabilities. If you have questions on what should be included please do not hesitate to contact us.

Upon completing this portion please be sure to sign using your mouse or touch screen before clicking Save & Continue to proceed to the next portion of the application.
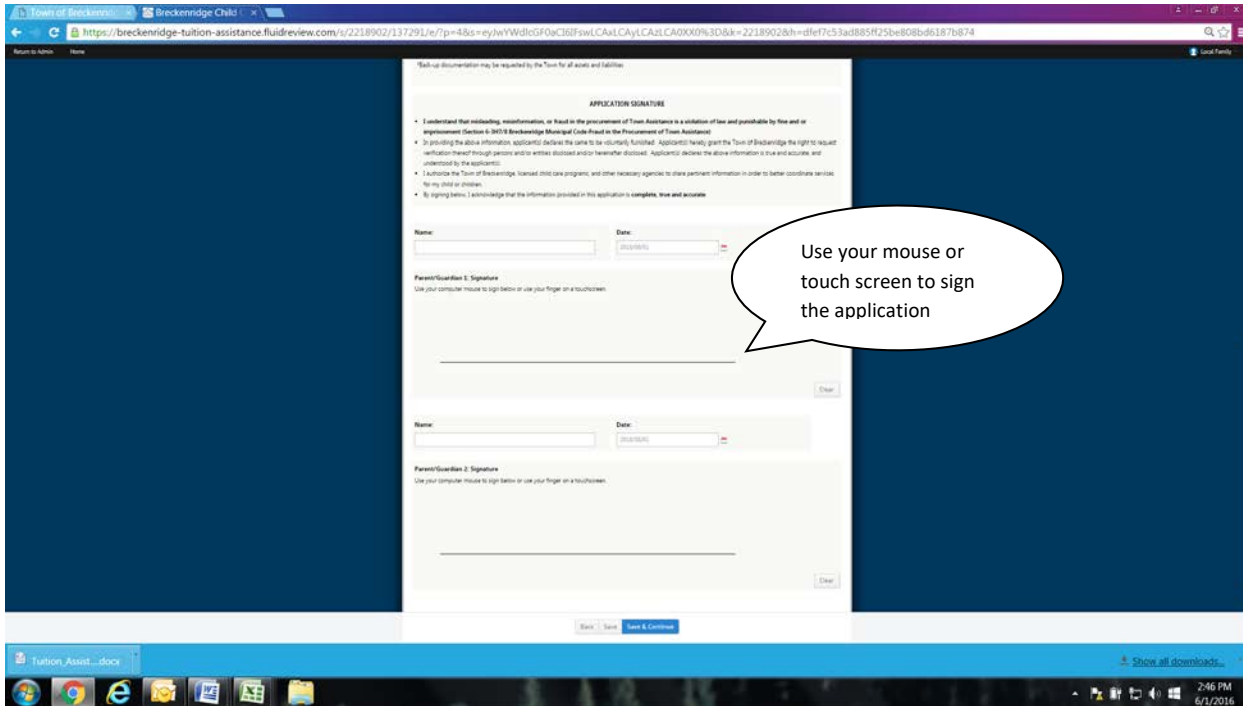
After clicking Save & Continue you will be brought back to the Task screen. Your next step is to start uploading the required supporting documents. You can upload these in any order and the process is the same for all the documents. If you have to leave and continue later remember you can always hit save and log off and come back when you have time or materials ready to upload.
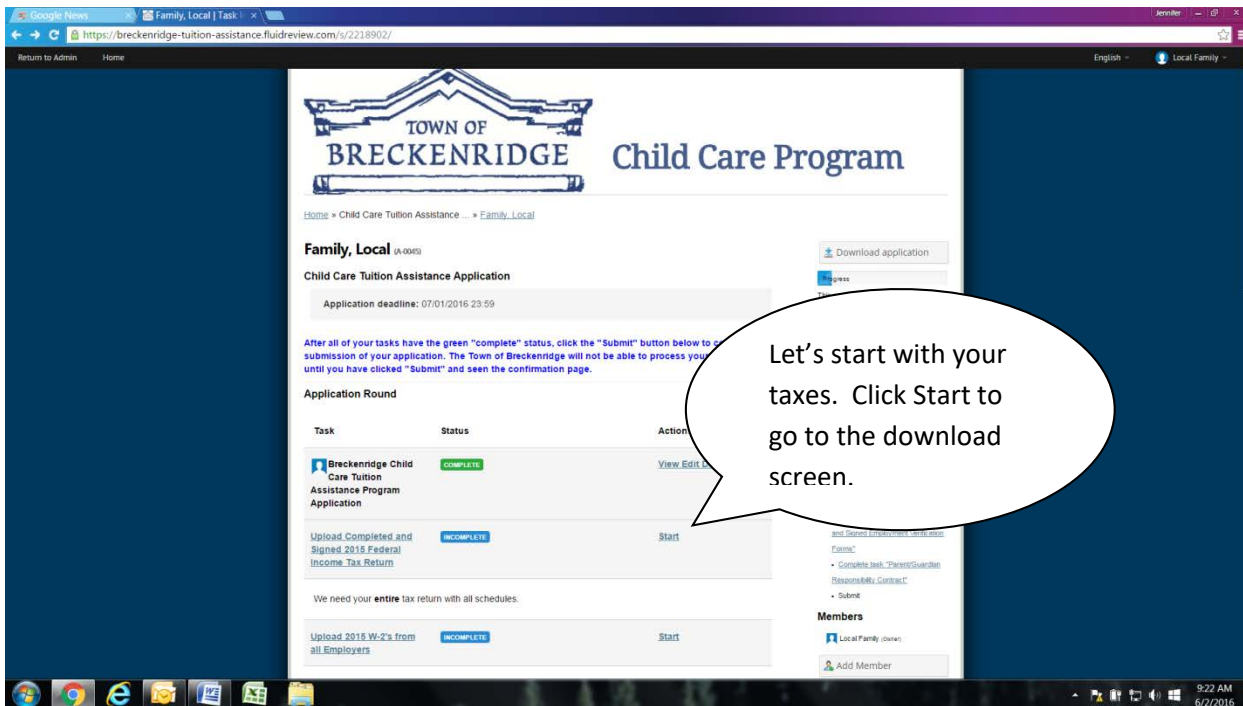
For each upload it will bring you to this upload screen. As the instructed you can either drag and drop the document or browse on your computer for a file. For compatibility with Fluid Review please make sure your files are in one of our supported file formats. This list currently includes: PDF (preferred) (.pdf), Microsoft Office (.doc, .xls), and Images (.jpeg, .jpg, .gif, .png, .bmp)
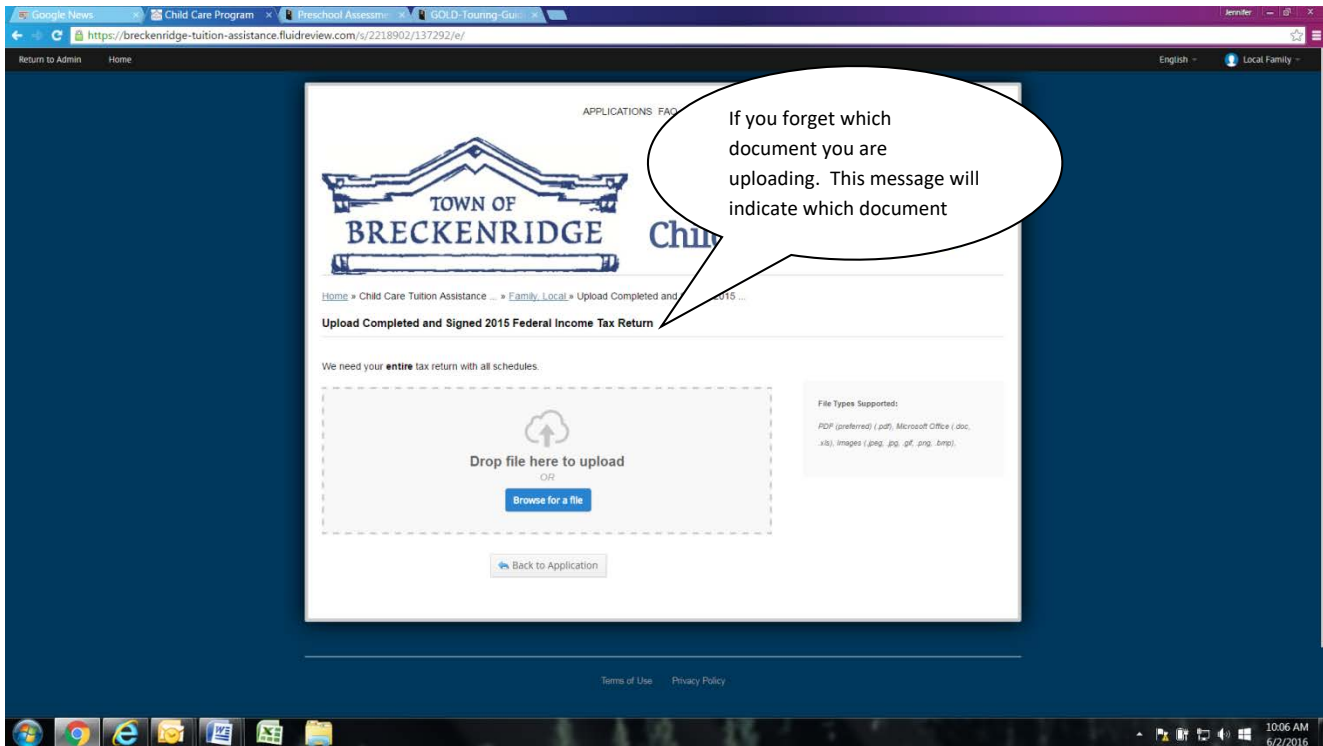
Click on Browse to search your computer for the correct file. Select that document and click open to start the upload.
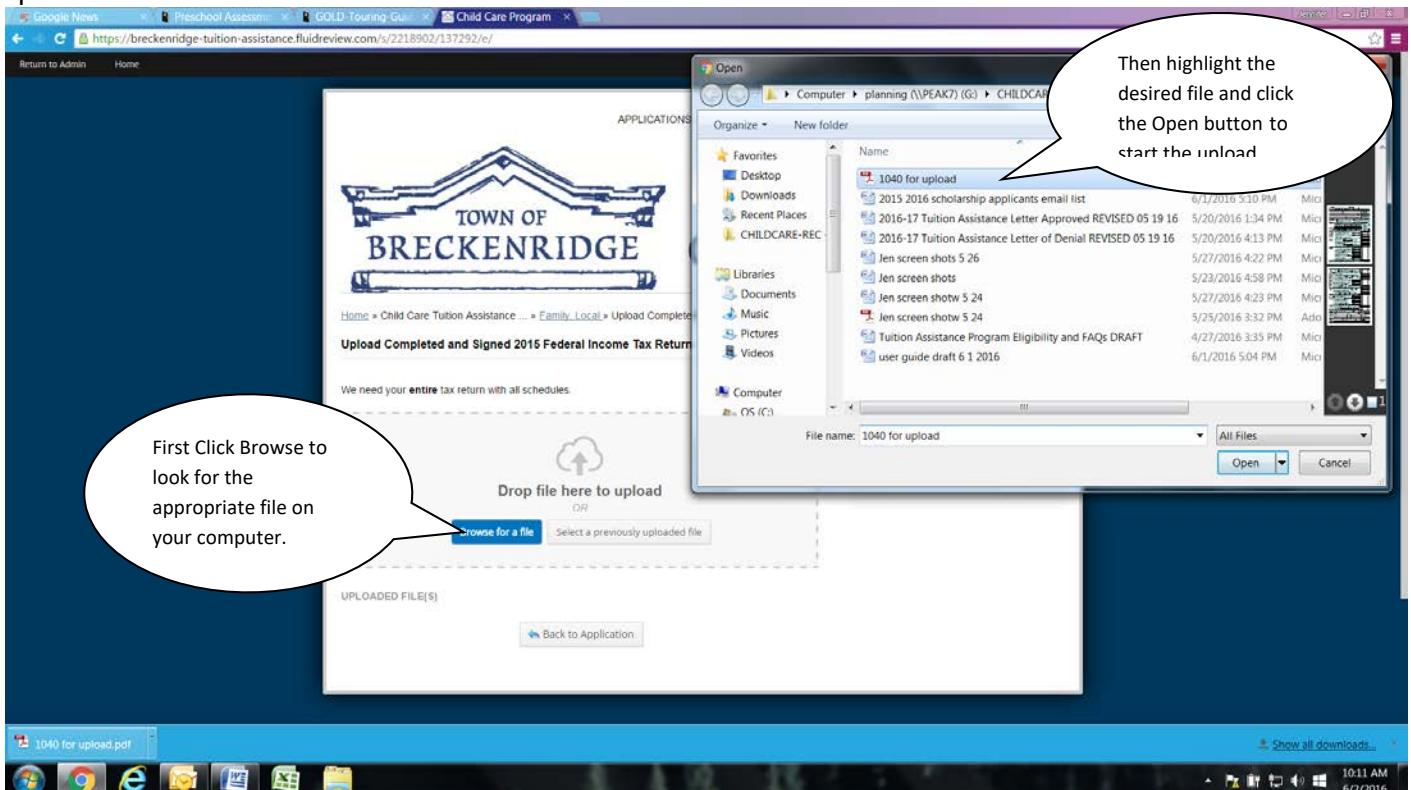
Once your document is uploaded it will open in a viewing window so you can confirm you uploaded the correct document.

To return to the Task Screen click the Back button in the upper right corner.
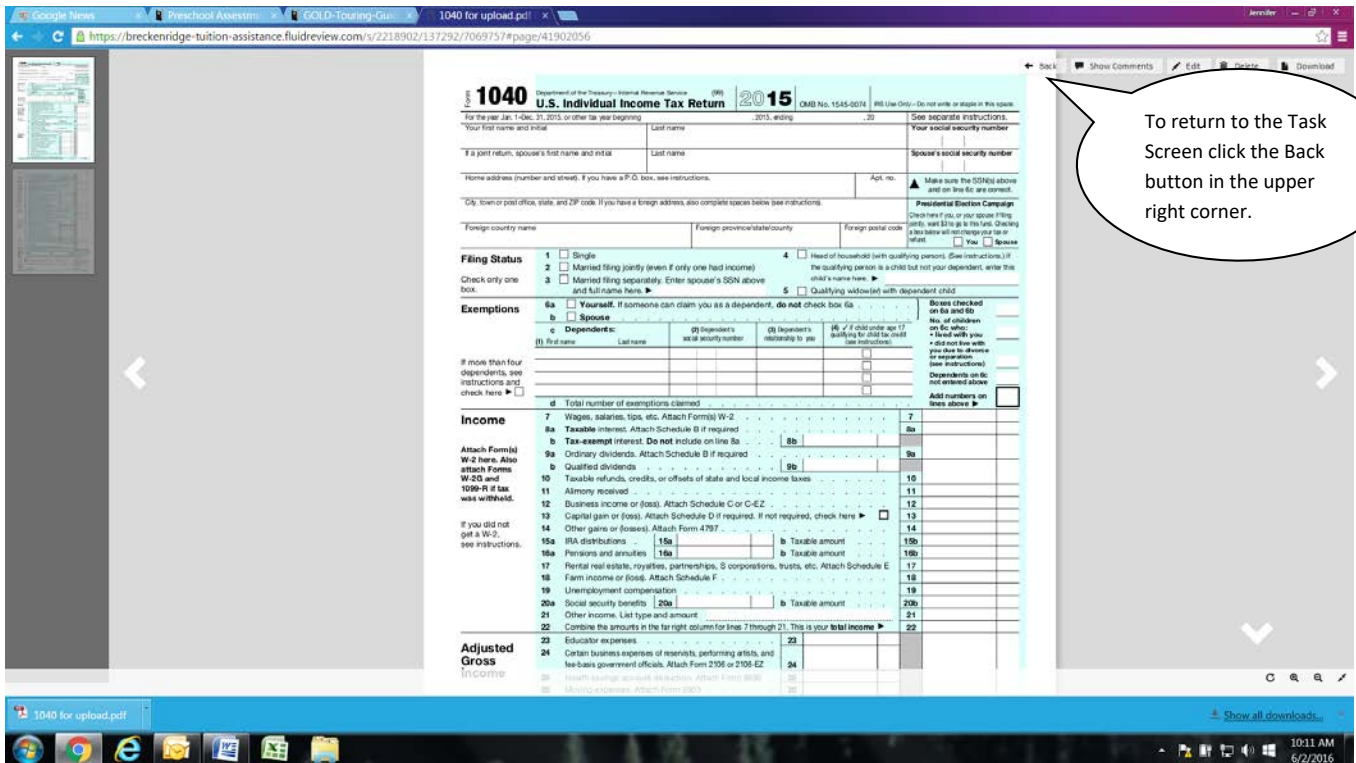
Now you can continue to upload each of the required documents from the Task screen and watch your progress on the Progress bar. As you upload the documents you will see them displayed below each of the required items.

You can confirm that you have uploaded each document below the required item. To remove an item you just click
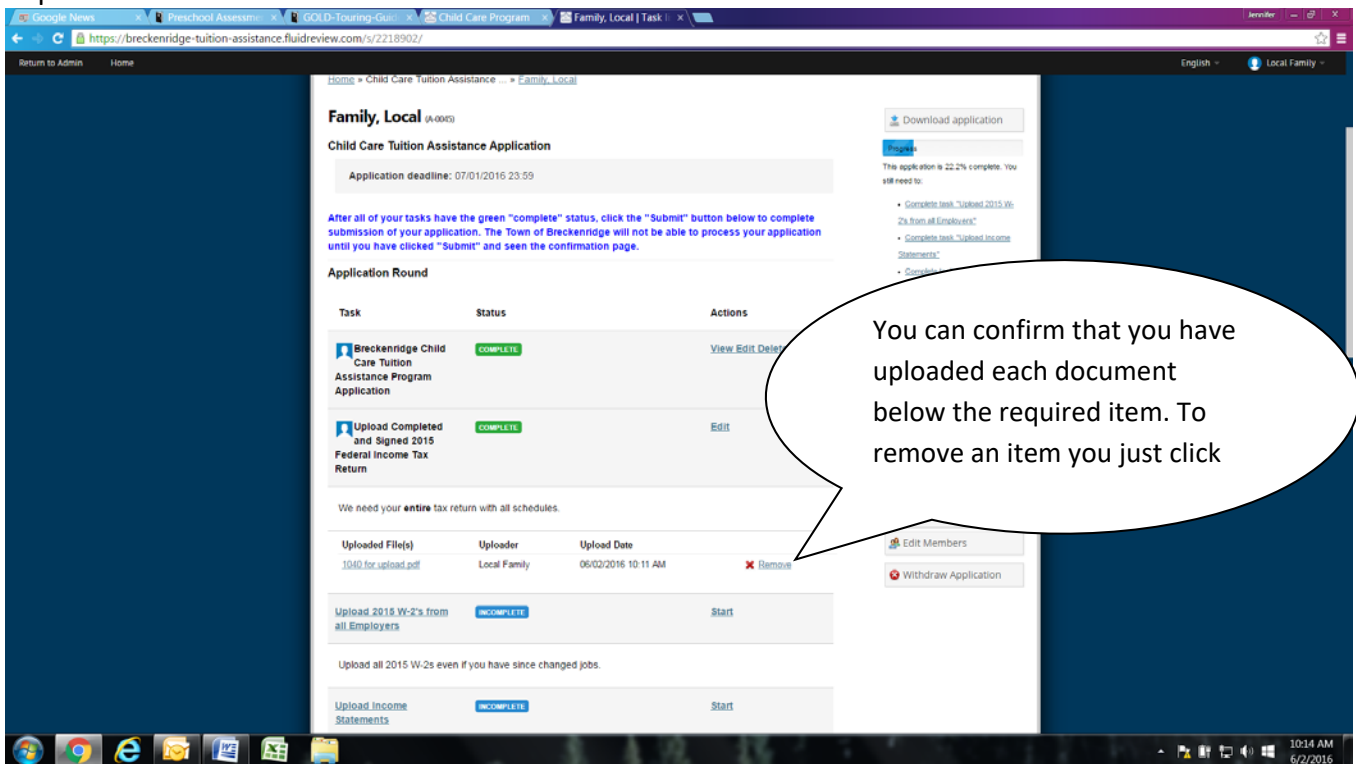
Once you have uploaded all the required documents which are listed on the Task list you can complete the Parent/Guardian responsibility document. Be sure to sign and date the bottom before clicking on Save & Continue.
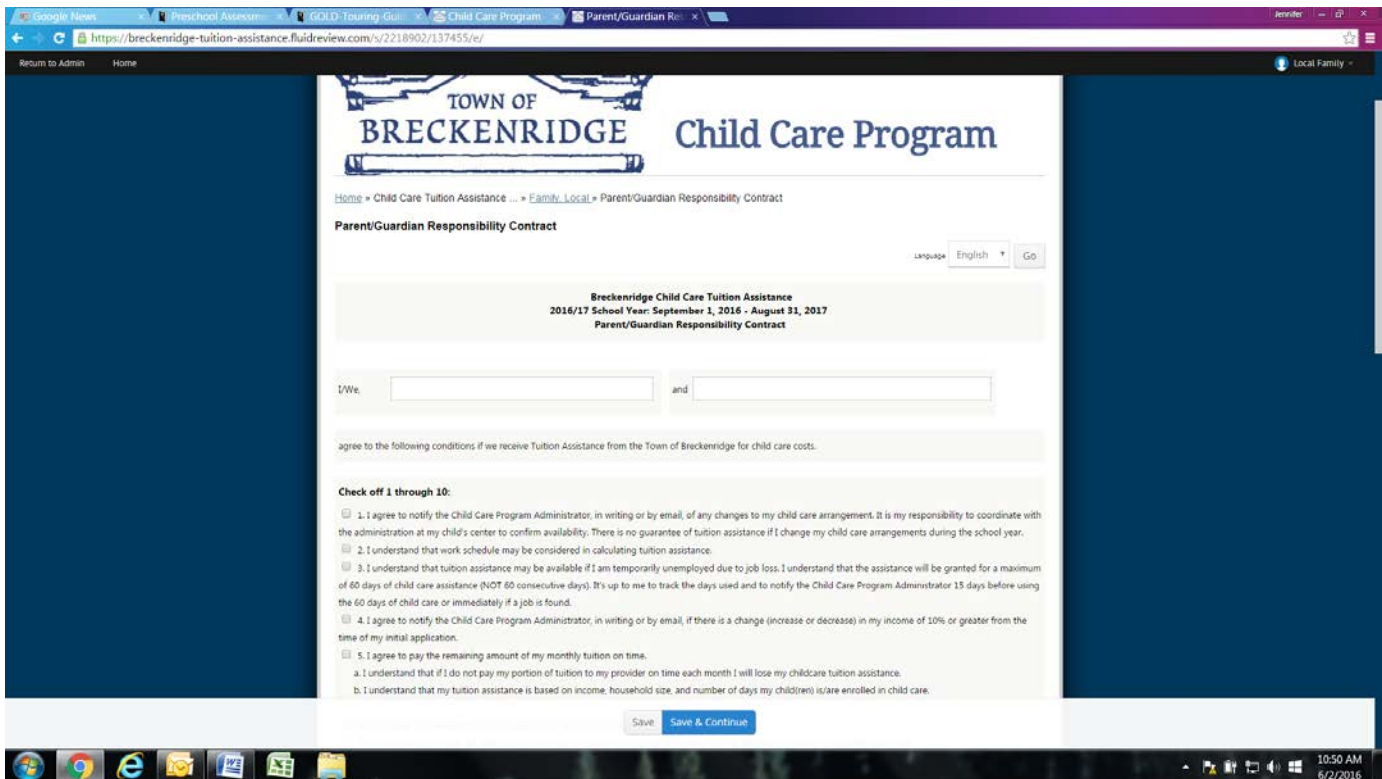
At this point all of your required tasks should be completed and turned green, the progress bar is almost done and the only task left below is to hit Submit at the very bottom of the screen.
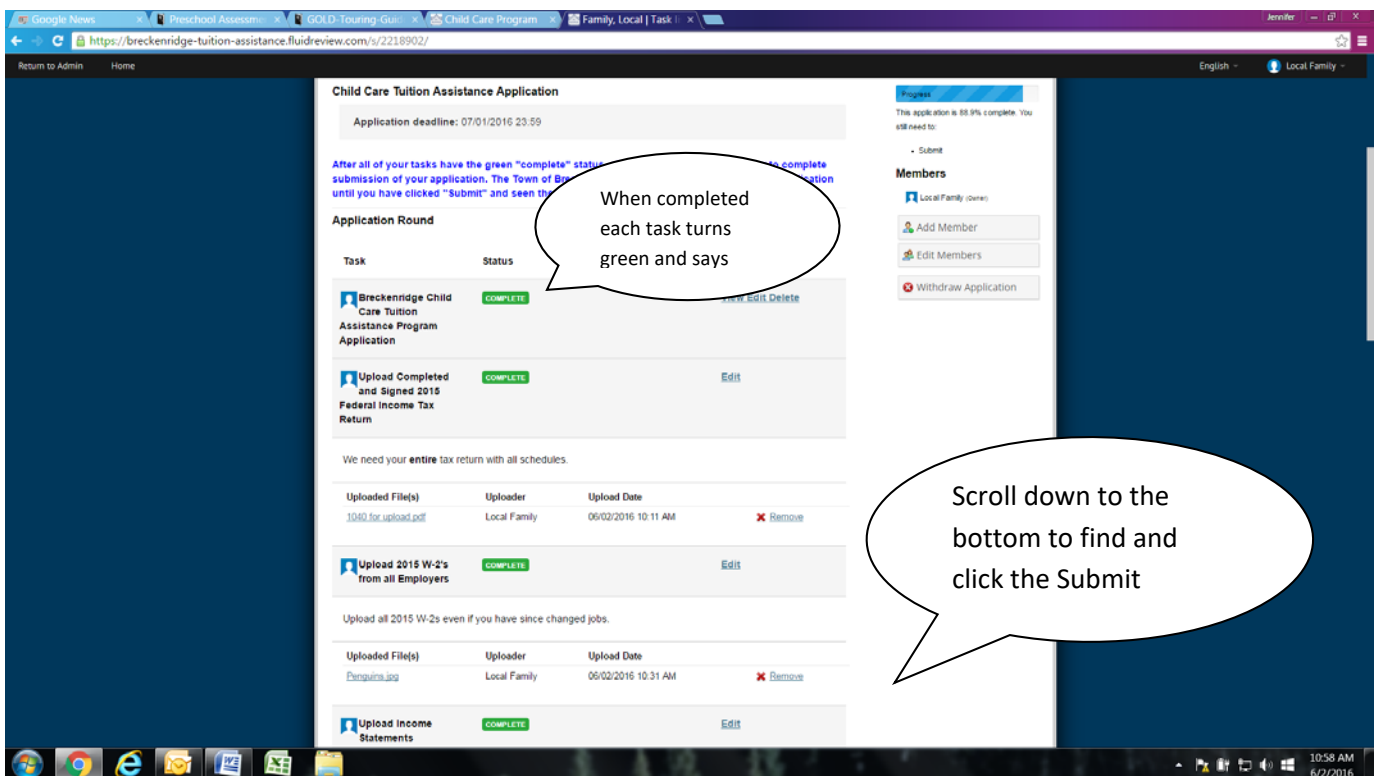
You are almost done! After clicking the Submit button on the previous page you need to confirm one last time that everything is complete and you are ready to turn in your application for processing. Once you click Continue on this screen you will not be able to make further changes to your application until after all applications are processed. You will be able to access your application after it is processed to make any necessary updates over the course of the school year. You can also log in and view your full application and documents at any time. *It is vital that this step is completed by midnight on July 1st to insure your application will be submitted for review during our open enrollment period.*
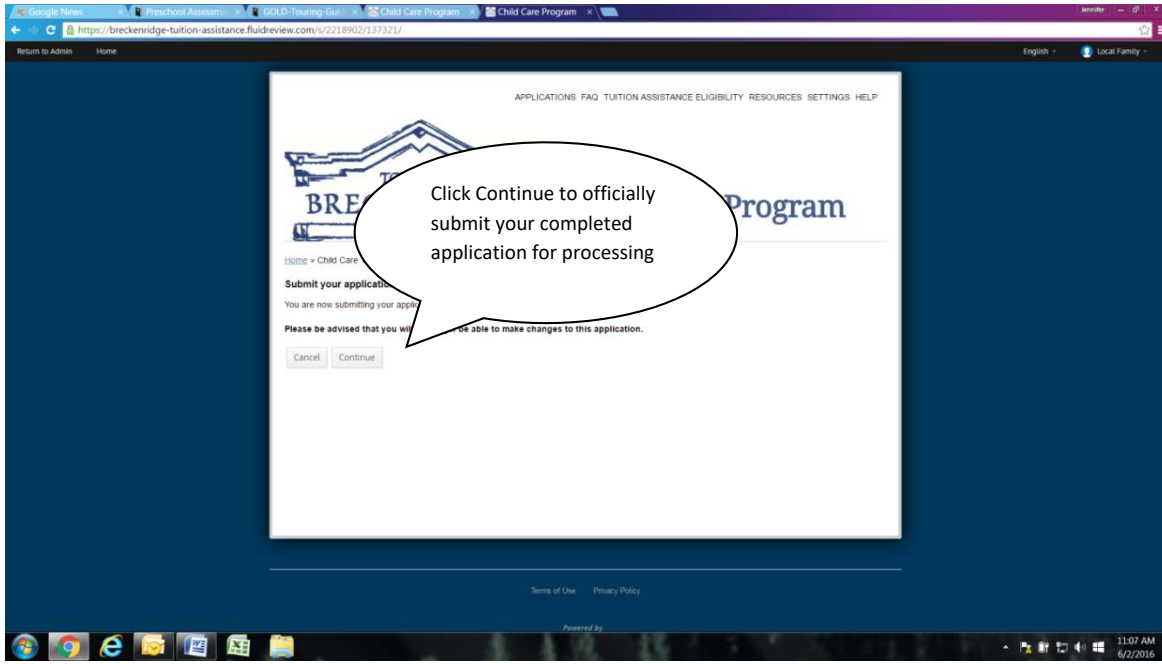
Once submitted you will be brought to this final screen indicating your application has been successfully completed and is now ready for processing. You can click Back to Account to view your application or login to see it at your convenience. Thank you for participating in the Town's Child Care program. It is families like you that keep Breckenridge a special place to live, work, play and raise a family!