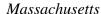
Town of North Reading







Parks & Recreation Department

SCHOLARSHIP APPLICATION GUIDELINES

The North Reading Recreation Department plays a central role in defining the Town's quality of life and is committed to offering low cost recreation programs, special events and trips to citizens of North Reading. The Department is committed to making its programs accessible to all segments of the North Reading population as possible.

Any North Reading resident may request a scholarship for a recreation program when a need exists. Those requests must be made in writing on an official "Request for Scholarship" form. All requests will be evaluated on financial and/or personal hardship. All requests are kept confidential but necessary to determine the degree of need for each applicant. The Department will employ the State and Federal standards for determining eligibility. Scholarships may be available to eligible citizens for selected Recreation programs as funds are available. Funds are generally limited and full scholarships may not be granted.

PROCEDURE:

- Applicant must submit a *Request for Scholarship* form completed and with all required documents. If the application does not have all the required documents, it will not be considered.
- Applicant and participant must be North Reading residents.
- Applications for summer programming must be submitted no later than June 1st each year. Late applications may be considered if funding is available. All other scholarship requests must be submitted 3 weeks prior to the program start date.
 - Household income is defined as the sum of all pay, allowances, maintenance/child support, alimony, social service allowances, disability, veterans allowances and any and all income (whether earned or unearned).
- Scholarships are awarded (if eligible) for most recreation programs with the following **exceptions**.
 - ~ Registration fees ~Late fees ~ Before/After Summer Care ~ Trips ~ Special Events
 - ~ Programs using Independent Contractors ~ Programs fees of \$20 or less
 - Note: Some Independent Contractors may offer their own scholarships. Please inquire.
- Submission of an application for a scholarship is subject to review and decision by the Recreation Director.
- If a scholarship is approved and there is a balance due for the program, the balance is required to be paid prior to the program unless other arrangements have been allowed by the Recreation Director.
- Only one application is required per calendar year but requests for each program must be made separately.
- Notification will be made in writing (preferred via e-mail) to the applicant once a decision has been determined.

TOWN OF NORTH READING

Parks & Recreation Department
235 North Street
North Reading, MA 01864
(978) 664-6016 ~ (978) 664-8016 – FAX

Received by NRPR	<u>:</u>
(Use date stamp)	

APPLICATION FOR SCHOLARSHIP

Summer Programming Due: June 1st

All other Programming Due: 3 Weeks Prior to Program Start Date

Program Requested	Program Dates	Office Use Only
Participant Name:	Da	ate of Birth:
School:	Cu	rrent Grade:
Parent/Guardian Name:	Re	lationship:
Address:		
Phone (Home):	(Cell):	
Email:		
List all <i>immediate family member</i> and <u>childre</u> n.	rs in your household below. Immedia	ite family members include <u>only</u> parents
Family I	Member Name	Ages
· ·		Ages
1)		Ages
1) 2)		Ages
,		Ages
2)		Ages

<u>Financial Information</u>: Total family income before deductions you <u>MUST</u> include documentation for ALL sources of income for verification purposes.

Source of Income	Monthly Income	Source of Income	Monthly Income
Applicant Employment		Alimony	
Other Household Employment		Worker's Compensation	
Unemployment		Social Security	
Child Support		Disability (All)	
State Assistance (All)		SSI	
Retirements/Pensions		Rental	
Veterans (local/federal)		Other (explain)	

Attach ALL necessary documents:

- ✓ Last year W-2's for all household members
- ✓ Social Security Statements
- ✓ State/Government Assistance
- ✓ Proof of residency (tax bill/lease/utility bill)
- ✓ Any other documentation to prove income stated above.

TOWN OF NORTH READING

Parks & Recreation Department

APPLICATION FOR SCHOLARSHIP

Assistance currently receiving: (check all that apply):

School lunch – Free	Subsidized Housing (all sections)
School lunch – Reduced	Fuel Assistance
Food Stamps	Food Pantry
WIC	SNAP

	why paying for the program creates	s a hardship.			
notify N understa also und	o certify that all of the above inform forth Reading Parks & Recreation I and my application is subject to reviderstand that the submission of the department in their absolute discretion	Department if an iew and that I ho application does	ny of my assets, income or cir ave been asked to provide doct s not entitle me to any assista	cumstances change. I umentation to verify. I nce whatsoever except	
Applicant Signature:			Date:		
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