

## **Scholarship Application Policy and Requirements**

### **POLICY**

It is the policy of the Geneva Park District that every resident should have the opportunity to participate in recreational programs and use the facilities of the Geneva Park District. The Park District will attempt to provide financial assistance for residents faced with financial hardships.

### **REQUIREMENTS FOR FINANCIAL ASSISTANCE/SCHOLARSHIP**

All applicants must reside within the boundaries of the Geneva Park District. Proof of residency and evidence of financial need must be provided to qualify for financial assistance/scholarship. Factors defining need include current participation in public aid, food stamp program, school free lunch program, subsidized housing program, excessive medical bills and/or family income. Submission of written documentation from schools and social agencies with family income information are required and will expedite the application process.

### **TYPES OF FINANCIAL ASSISTANCE/SCHOLARSHIP AVAILABLE**

**Payment Plan** – The cost of the program/facility usage will be spread over a period of time, to allow the resident to pay in increments.

**Partial Payment** – The cost of the program/facility usage will be reduced. The amount of the reduction will be determined on a situational basis.

**Waiver of Full Fee** – When warranted, the full fee of the program/facility usage will be waived for the resident, with the exception of trips and contractual or cooperative programs with other public or private agencies.

### **APPLICATION PROCEDURE**

Residents requesting assistance must complete the appropriate application forms and submit with the requested information to the Superintendent of Recreation, at least two weeks prior to the start of program/intended facility usage. Applications will be individually reviewed and applicants will be notified of a decision within two weeks of the district receiving all necessary information/documents.

## **Scholarship Application Guidelines**

1. Financial assistance/scholarship participants must be Geneva Park District Residents.
2. All information submitted is kept confidential and is not a matter of public record.
3. All information on the application must be true and accurate. Scholarship funds are legally recoverable if paid and awarded on the basis of false information supplied by applicant and will nullify the request for future scholarships.
4. Delinquency on payment plans or partial payments may result in ineligibility for future program participation/facility usage or financial assistance.
5. Requests must be submitted on standard forms provided by the Park District and must be complete in full, with all applicable documentation provided, and signed by the requesting party. If requests are submitted incomplete, they will be returned to the requesting party for completion before being considered.
6. Applications must be submitted seasonally. Granting of assistance/scholarship does not ensure continued approval for succeeding sessions or future scholarship requests.
7. All resident registration procedures and policies apply to financial assistance/scholarship applicants.
8. All general programs are available for assistance EXCEPT trips and contractual or cooperative programs with other public or private agencies. Sunset and Mill Creek Pool Passes are also available for assistance/scholarship.
9. A maximum on assistance will be enforced. Each resident will be allowed assistance or scholarship for one program per season (not to exceed a maximum of \$175.00 per person, per season.)
10. All scholarships will be awarded on a first come first served basis, on the basis of need and the ability of the Park District to absorb the cost. Geneva Park District reserves the right to approve partial funding or deny an applicant's request.
11. Periodically, the district may adopt revised standards based upon criteria as approved by the Board of Park Commissioners.