



**City of Wilsonville
Parks and Recreation
Youth Financial Assistance Program**

Available Through: City of Wilsonville's Parks and Recreation Department

Financial Assistance is offered in the form of a partial tuition waiver; based on qualification of free and reduced school lunch program. If homeschooled, qualification is based on Oregon State Income guidelines for free and reduced lunch. Registration and payment for Parks and Recreation classes must be completed within the regular registration period. Receiving assistance does not give priority if registration is late and/or the class is full.

Application may be made for more than one family member.

Applies To: Recreation activities sponsored or run by Parks and Recreation for the City of Wilsonville.

Available For: \$400.00 cap per child per calendar year
Limited to no greater than 80% of class fee

Based On: Qualification for free or reduced school lunch program - must have proof of this

Apply By: Applications are available at the Parks and Recreation Administrative Offices and online at WilsonvilleParksandRec.com

Application for assistance must be made at the time of registration and no less than 10 days before the class begins.

Parks and Recreation
29600 SW Park Place
Wilsonville, OR 97070
503-783-PLAY (7529)

Financial Needs Policy and Procedures

General Policies:

- A. Financial assistance is based on participation in the free or reduced school lunch program.
- B. If classes are cancelled by Parks & Recreation, the participant will receive a full refund of their payment.
- C. Students withdrawn from a class by a parent/guardian for a student who received financial assistance will be reimbursed the amount they paid less a \$5.00 administrative fee.
- D. A cap of \$400.00 will be imposed per child for total dollars received from the Financial Needs account for a calendar year.
- E. The maximum scholarship given for any one class will be no more than 80% (Example: A \$350 summer camp, will still require 20% out of pocket, or \$70)

Procedures:

1. Parent/guardian completes financial needs application.
2. Attach copy of proof of participation in the free or reduced lunch program
3. Application and copies submitted to Parks and Recreation Administrative Offices located at 29600 SW Park Place or via email to parksandrec@ci.wilsonville.or.us
4. Application is reviewed.
5. Family is notified of if they qualify for City assistance.
6. Remaining balance due with completed class registration form before child will be enrolled.

Parks and Recreation Financial Assistance Application

<i>For Staff Use Only</i>
Approved: Y/N

For the year: _____ **

Household Information:

Parent/Guardian

Street Address

Apartment #

City

State

Zip

Home or Cell Phone

Work Phone

Email

Number of members in Household:

Adults

Children (under 18)

Children in household eligible for scholarship program:

NAME (first, last)	AGE	GRADE/SCHOOL

Financial Assistance Request Qualification

1. Does your family qualify for reduced or free school lunches? _____
2. Please send proof of qualification for reduced or free school lunch with this application

***This form will be kept on file and good for one year of programming (Jan 1 – Dec 31). For each term participant applies for assistance, they may be required to provide an updated approval letter.**