



**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 Clackamas County Guidelines. 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:** Up to 75% of the fee for a class or activity\*.  
\*Limited to no greater than \$75.00 per class.  
\*\$300.00 cap per child per calendar year

**Based On:** County Income Guidelines and Wilsonville residency (Enrollment in Wilsonville Public Schools may take place of Wilsonville residency)

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

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 need is calculated based on total household income (regardless of family relationships).
- 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- C. Students withdrawn from a class by a parent/guardian for a student who received financial assistance will be reimbursed the amount they paid less a \$5.00 administrative fee.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 \$300.00 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 \$75.00.
- E. No more than 75% of any class will be paid from the Financial Needs account.

### **Procedures:**

1. Parent/guardian completes financial needs application.
2. Attach copies of all household income from every adult in the household.
  - a. Current Pay Stub
  - b. Unemployment Funds
  - c. Government Issued Funds
  - d. Any other form of income
3. Application and copies submitted to Parks and Recreation Administrative Offices located at 29600 SW Park Place.
4. Application is reviewed and amount of assistance is awarded by staff.
5. Family is notified of percent of City assistance.
6. Remaining balance due with completed class registration form before child will be enrolled.

# Parks and Recreation Financial Assistance Application

<b><i>For Staff Use Only</i></b>
<b>Amount Approved For:</b>

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. Please attach copies of all household income from *every adult* in the household, including pay stubs, government assistance, unemployment funds, etc.
2. Does your family qualify for reduced or free school lunches? \_\_\_\_\_

**\*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 copy of family income.**