



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 lessNote: 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: (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: _____ Date of Birth: _____
 School: _____ Current Grade: _____
 Parent/Guardian Name: _____ Relationship: _____
 Address: _____
 Phone (Home): _____ (Cell): _____
 Email: _____

List all ***immediate family members*** in your household below. Immediate family members include **only** parents and children.

Family Member Name	Ages
1)	
2)	
3)	
4)	
5)	

Financial Information: Total family income before deductions you **MUST** 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):*

<input type="checkbox"/>	School lunch – Free	<input type="checkbox"/>	Subsidized Housing (all sections)
<input type="checkbox"/>	School lunch – Reduced	<input type="checkbox"/>	Fuel Assistance
<input type="checkbox"/>	Food Stamps	<input type="checkbox"/>	Food Pantry
<input type="checkbox"/>	WIC	<input type="checkbox"/>	SNAP

Statement of Need: *Please state the circumstances that you feel qualify you to apply for the scholarship. Explain why paying for the program creates a hardship.*

I hereby certify that all of the above information is true and correct to the best of knowledge and belief. I will notify North Reading Parks & Recreation Department if any of my assets, income or circumstances change. I understand my application is subject to review and that I have been asked to provide documentation to verify. I also understand that the submission of the application does not entitle me to any assistance whatsoever except as the Department in their absolute discretion may determine, including amount and duration.

Applicant Signature: _____ **Date:** _____

The scholarship application will not hold a reservation for the program. Registration is not complete until after the scholarship application is approved and any balances are paid in full. No application will be accepted without the required documentation and proof of income statements.

OFFICE USE ONLY:

After review by Recreation Director:

Action Taken	Action Detail:	DATE:	Action Detail:	DATE:
	Notified Applicant/INCOMPLETE		Notified Application/DENIED	
Reason:			Reason:	
	Notified Applicant/APPROVED		Amount of Scholarship:	\$
Approval Detail:				