



## **Lake Bluff Park District Scholarship Policy**

### **Policy**

To help ensure that every resident of the Lake Bluff Park District who is experiencing financial hardship has the opportunity to participate in recreation programs.

### **Eligibility**

To be eligible to receive financial assistance, the applicant must meet the following criteria:

- Must be a resident of the Lake Bluff Park District.
- Must apply for assistance in writing using the Scholarship form provided by the District.
- Must provide written documentation requested by the District prior to determination of eligibility.
- Residents must submit a copy of their most recent Federal Income Tax Return (Form 1040) and W2-s from each adult wage earner and any additional information required including other income verification.

### **Scope of Scholarship Program**

1. The scholarship program is intended to benefit residents in temporary financial need.
2. Programs eligible to scholarship recipients include: general early childhood, early childhood enrichment, Lake Bluff Preschool, special events, adult and youth in-house athletics, camps, regular School of Dance classes (does not include competition dance classes), ARC, Before and After School Care, swim and diving lessons, swim team, Aqua Aerobics, and paddle lessons. Scholarship aid may not be available for all programs or for some direct cost as determined by the Park District. These would include contractual programs, field trips and ticket type events. ARC days off trips are discounted and are \$27.50 per day for those who qualify for 50% off and \$41.25 per day for those who qualify for 25% off. No financial aid is available for Park District memberships.
3. The amount of aid may vary, depending on financial need, number of aid applications and money available; however, in no case shall the amount of aid to an individual exceed **50%** of the program fee. Scholarship aid is awarded on a first come, first served basis and approval is dependent on space being available. The maximum amount of financial aid is \$1,000 per family, regardless of family size, and \$10,000 in total Park District assistance per calendar year.

## Other

1. All information on the application must be true and accurate. **Scholarship aid provided is legally recoverable if awarded on the basis of false information.** Any applicant who receives scholarship aid based upon false information, shall pay the entire amount back to the Park District upon demand, and shall also be responsible for the payment of all costs of collection, including attorney's fees and costs.
2. All information received will remain confidential.
3. All scholarship aid shall be awarded solely based upon the individual need of the applicant without regard to race, color, gender, religion or sex.

## Note

We will accept approved waiver applications from the Lake Bluff School District. Please provide a copy of the approved waiver application to the Guest Services Manager at the Lake Bluff Park District along with the Scholarship Application Form (Scholarship Application List is not applicable).

## Application Procedures

1. Complete the Scholarship application form which is available at the District office. Return the completed form along with all required documentation to:

Maria Ferretti  
Guest Services Manager  
Lake Bluff Park District  
355 W. Washington Ave  
Lake Bluff, IL 60044

2. Upon receipt, the Guest Services Manager and the Executive Director or Superintendent of Community Recreation will review the application and make a decision of approval/disapproval and if approved, the percentage amount of scholarship aid to be provided. Aid provided will be based on many factors including, but not limited to, family size, family income, other types/amounts of aid received from agencies and other extenuating circumstances. Another consideration shall be the number of applicants for scholarship aid.
3. Applicants will be notified within 2 weeks of receipt of completed application, including all necessary documents, as to the grant status.
4. Upon approval, applicants may register for programs through regular Park District registration procedures.
5. Scholarship aid is valid for one calendar year and a new application must be submitted each year. In certain circumstances, a new application may be requested earlier than one year, for example if income changes.

# Lake Bluff Park District

## Scholarship Application

Father's Name \_\_\_\_\_ Residing in home? Yes No  
Mother's Name \_\_\_\_\_ Residing in home? Yes No  
Guardian's Name & Relationship (if applies) \_\_\_\_\_  
Address \_\_\_\_\_ City/Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Father's Work/Cell Phone \_\_\_\_\_ Mother's Work/Cell Phone \_\_\_\_\_

Participant(s) Names for which fee waivers are requested:

Participant Name	Age
_____	_____
_____	_____
_____	_____
_____	_____

Other members of the household:

Name	Relationship to parent
_____	_____
_____	_____
_____	_____

Total Number in Household \_\_\_\_\_

Reason for fee waiver request: check mark and provide documentation indicated

- The participant(s) is (are) Medicaid eligible. Must attach documentation.
- The participant(s) is (are) a ward of the State of Illinois. Must attach documentation.
- Our household income meets the federal income guidelines attached. Must attach documentation of most recent Federal Tax Return Form and W2-s from each adult wage earner, copy of 3 most recent pay stubs from each wage earner and documentation of following if received: Unemployment Compensation, Alimony/Child Support Payments and any other income.

I certify that the information is accurate and I understand that it is my responsibility and obligation to notify the Park District of any changes in my financial status. In the event that the information submitted by the applicant requesting fee waiver is determined to be false, I agree to promptly repay the Park District any and all fee waiver received, upon demand, along with all costs of collection, including attorney's fees and costs.

\_\_\_\_\_  
Parent Signature Date

**Return to:**  
Lake Bluff Park District  
355 W. Washington Ave.  
Lake Bluff, IL 60044

**Park District Office Use Only**

<input type="checkbox"/> Approval of Fee Waiver Request	Qualifies for	25%	50%
<input type="checkbox"/> Denial of Fee Waiver Request	Reason:	_____	
_____			
Executive Director or Superintendent of Community Recreation			

Lake Bluff Park  
District



Scholarship Program

FEE WAIVER INCOME  
GUIDELINES  
FOR 2017 Fiscal Year

Number of persons residing in home	<u>Program Discount</u>	
	50% Off	25% Off
	Income Guidelines	Income Guidelines
2	\$21,112	\$30,044
3	\$26,546	\$37,777
4	\$31,980	\$45,510
5	\$37,414	\$53,243
6	\$42,848	\$60,976
7	\$48,282	\$68,709
8	\$53,716	\$76,442

***\*A copy of your most recent Federal Form 1040  
must accompany this application.***

## **Lake Bluff Park District Scholarship Application Checklist**

Before submitting your Scholarship application to the park district, please read and check off the boxes of the documents required for your application to be processed.

**No application will be processed if documents are missing.**

- Completed Application
  
- A copy of your most recent Federal Income Tax Return and W2-s from each adult wage earner. If you have not yet filed, you are required to submit it as soon as you have a copy in hand. Until that time, your application will not be processed.
  
- A copy of your (3) most recent pay stubs from each wage earner which must show your year-to-date income.
  
- Social Security Recipient Documentation
  
- Public Aid Recipient Documentation
  
- Proof of Alimony/Child Support Payments - If you are a single parent and claim you do not receive child support, you must submit legal documentation stating you do not receive it.
  
- Unemployment Compensation Documentation
  
- A photocopy of a driver's license for all head's of households listed on the application. This must show your Lake Bluff address.