



City of Mercer Island Parks and Recreation Department
Scholarship Application

The fee waiver/scholarship program provides support to participants of modest means for participation in Mercer Island Parks and Recreation Department (P&R) programs. The City of Mercer Island Youth and Family Services (MIYFS) will process your P&R scholarship application. MIYFS also provides "camperships" for summer camps. Call Cheryl Manriquez at 275.7869 for information. *This is a confidential application.*

The following Parks waiver/scholarship guidelines apply:

- 1. Must be a resident of the City of Mercer Island.
2. Maximum of \$300 scholarship per year per person or \$500 per household.
3. Copy of paycheck stub, tax return or W-2 from prior year required.

Please respond to one or more of the following eligibility questions:

Are you currently eligible for any governmental support program such as Food Stamps, School Lunch Program, etc.? Documentation required.
Is your current family income per year below the applicable limit? Circle the one that applies.

Table with columns: Family Size (1-7) and Annual Income. Rows include Scholarship, 50% program fee, 75% program fee, and 100% program fee.

Programs Requested:

Note: Application must be approved by the Recreation Superintendent, Diane Mortenson prior to registering for the class. Cheryl Manriquez will provide you with notice that your P&R scholarship has been approved. Customers will be responsible for any additional fees for the class (i.e. supply fees, etc.)

Participant Name #1 Date of Birth
Address Phone
Course # Fee Waived Amt Bal Due

TOTAL FEES: WAIVED: DUE:

I certify that all information and statements in this application are true and correct.

Signature of adult applicant Date

Print Name Phone (day) (eve)

Staff Use Only
Approved by Date
Updated 2/2020

**City of Mercer Island
Parks and Recreation Department
Fee Waiver/Scholarship Policies & Procedures**

Policy:

It is the policy of the Mercer Island Parks and Recreation Department to make recreation opportunities available to all City of Mercer Island residents, regardless of income. To that end, scholarships are provided to those who may not otherwise be able to participate. All information given and on the application form will remain confidential.

Eligibility:

The applicant must qualify under the following eligibility criteria listed:

- Currently be eligible for governmental support program such as Food Stamps, School Lunch program, Section 8 Housing Assistance program, etc,
- Currently qualify under the family income guideline as stated on the application
- Experiencing current financial crisis in the family preventing program participation

Guidelines:

- Must be a resident of the City of Mercer Island. Exceptions considered at the discretion of staff, for certain activities/programs, where a participant previously resided on Mercer Island, is in transition, or continues to have family ties and connections to the community.
- Maximum of \$300 scholarship per year per person or \$500 per household.
- Copy of paycheck stub, tax return or W-2 from prior year required.

Procedures:

For residents of Mercer Island who are income-eligible, there is a fee waiver/scholarship program available for participation in Mercer Island Parks and Recreation programs.

The following procedure is in place to process all fee waiver/scholarship applications.

1. Upon a request for a fee waiver/scholarship application, confirm residency within the City of Mercer Island.
2. Resident must complete the application, attach any necessary documentation and return it to the Parks and Recreation office Att: Diane Mortenson 2040 84th Ave SE, Mercer Island, WA 98040.
3. Upon return of the application, the Recreation Superintendent will review the application or in the absence of the Recreation Superintendent the Community Center Manager will review. Staff will follow the procedure outlined below in reviewing the application:
 - Be sure application is filled out completely, a signature at the bottom of the page, check course numbers, fee, waiver amount, and balance due for correct information, and check to be sure the necessary back up documentation paper work is attached.
 - Check the data base file (T/Parks/forms/recreation/Scholarships/awarded scholarships) to be sure they have not been given any other scholarship funding for that particular quarter.
 - If determined eligible for scholarship, enter information in the data base file.
 - Sign and date the staff use section on the application and give to the front office staff to enter in the program/activity.
 - Once office staff has entered the applicant, give the scholarship application to the Recreation Superintendent to file.