



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 programs. This is a confidential application. The City of Mercer Island Youth and Family Services also provides "camperships" for summer camps. Call Cheryl Manriquez at 275.7869 for information.

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 \$1,500 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.

Family Size	1	2	3	4	5	6
Scholarship:	<i>Annual Income</i>					
25% program fee	\$44,310	\$50,610	\$56,910	\$63,210	\$68,320	\$73,360
50% program fee	\$31,650	\$36,150	\$40,650	\$45,150	\$48,800	\$52,400
100% program fee	\$22,155	\$25,305	\$28,455	\$31,605	\$34,160	\$36,680

Example: If your family size is 3 and your annual income is \$40,650 or less you are eligible to receive 50% off the program. If your family size is 3 and your annual income is above \$40,650 and under \$56,910, you are eligible to receive 25% off the program.

Programs Requested:

Note: Application must be approved by the Recreation Superintendent prior to registering for the class. Return to Diane Mortenson 2040 84th Ave SE Mercer Island or email to diane.mortenson@mercergov.org 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 _____

Participant Name #2 _____ Date of Birth _____
Address _____ Phone _____
Course # _____ Fee _____ Waived Amt _____ Bal Due _____

Participant Name #3 _____ 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 3/2017

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, and continues to have family ties and connections to the community.
- Maximum of \$300 scholarship per year per person or \$1,500 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.