



HOWARD COUNTY DEPARTMENT OF RECREATION & PARKS

7120 Oakland Mills Road

Columbia, Maryland 21046

410-313-4640

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SCHOLARSHIP APPLICATION

Program scholarship awards are limited by the current availability of funds and space in the program. Please complete this questionnaire and return it to the address listed below as soon as possible. Completion of this form and submittal of proper documentation is required before your scholarship application can be reviewed and/or approved. All information will remain strictly confidential. See the attached Financial Assistance Policy for guidelines and procedures. Some programs are not eligible for financial assistance. For more information please call 410-313-4659. Applications and verification information may be faxed in to **410-313-4660**.

Name of Participant _____

Program Title (One program/person/season) _____

Fee _____ Program Location _____

Start Date _____ Hours _____

Required Information:

Annual Income _____ (Must be filled in to begin process.)

Submit most recent tax return (page 1) or SS or SSI award letter.

Additional information as applies, check box(es) and submit photocopy verification of each:

Public Assistance Public Housing Food Stamps
 Energy Assistance Other (explain on reverse) SS or SSI as Primary Income

Submit a separate **registration form** and a **25% deposit** to register. Placement in the program is not confirmed until the deposit has been received. The fee may be adjusted on a sliding scale based on County Guidelines and a payment plan may be available. Financial assistance continues throughout the year if the need exists and timely and regular payments are received. Verification of income is required each year. All programs **must be paid in full** before the start date for participant to attend.

Applicant name _____ Home Phone # _____

Address _____ City _____

State _____ Zip _____ WorkPhone# _____ E-mail address _____

I certify that this includes the entire income for my household to the best of my knowledge. I also acknowledge that I am responsible for any fiscal misrepresentations on behalf of payments made to Howard County Department of Recreation and Parks.

Signature: _____ Date: _____

DEPARTMENT USE ONLY: Reduction Percentage _____ Function # _____
Adjusted Program Fee _____ Deposit Rcvd _____ Balance Due _____
Approved by _____ Date _____
Disapproved by _____ Reason _____

Financial Assistance Policy - General Information

1. Reduction of fees is limited to County Residents. Funding is extremely limited, reduced rates are awarded on a first come first served basis.
2. The signature on the scholarship application form is an agreement that parent/participant will pay the required reduced amount for the program or request a refund of the deposit before the program begins.
3. Scholarship application must be completed for consideration. All required verification of income and information lines must be filled in completely and accurately.
4. Verification of income is needed on a yearly basis. Fall is the first season of each fiscal year. Reduced rate is reviewed each year and may change each fall.
5. Income guidelines have been established by the Department but are expected to change occasionally. The current ceiling is \$56,000 per year for a family of 3. Each application is reviewed on its own merits and approved or denied based on the information provided.
6. A 25% deposit is required to hold space in a program while the application is being reviewed. This does not guarantee funding, eligibility for a reduced rate nor approval of paperwork provided. It merely holds the registration during the process. A deposit can not be accepted within one month of the program.
7. The 25% deposit requirement to secure placement in a program may be waived if another organization has agreed in writing to cover a portion or total fee of the program. Parents/participants are required to pay any portion, which is not covered by the reduced rate or the other organization, prior to the program start date.
8. Programs MUST be paid in full at the reduced rate before the start date of the program or the participant will not be allowed to attend. Continual late payments may cause the reduction to be revoked or result in the children being removed from the program.
9. Payment plans are available upon request for large dollar programs or if a reduced rate is denied. Payments must be made as specified for participant to maintain the registration space. Non-County residents may request a payment plan.
10. Award is by percentage rate – uneven dollar amounts are rounded to the nearest dollar. Some programs may have a maximum dollar limit. At this time ALL trips are limited to a maximum of a \$60.00 reduction, (if percentage award would exceed that amount). Any program promoted/advertised by the county that is run/sponsored by another organization is not covered by this policy. (Ticket sales and Western Howard county Baseball/Softball are examples of current ineligible programs). Other exceptions may occur as new programs and opportunities are offered through the county. Materials fees, expenses and childcare registration fees are also ineligible for any reduction.