

Hebron Parks and Recreation Department

Scholarships and Reduced Fee Policy and Procedure

There are individuals in the community who are sometimes unable to participate in Parks and Recreation programs due to limited income. In order to help accommodate these individuals and families, the following procedure has been established for the Parks and Recreation Department.

Scholarship and Reduced Fee Criteria

Scholarships and reduced fees will be limited to three (3) programs per individual per fiscal year (July 1 – June 30) for a maximum of \$150.00. You must reapply for each program.

Scholarships and reduced fees will only be granted for recreational programs solely sponsored by the Hebron Parks and Recreation Department.

Scholarships and reduced fees are not given for programs when primary costs are contractual, e.g. trips, self-defense, equestrian. The instructors in these programs are paid on a per person or percentage amount of fees collected. Should these independent contractors want to give assistance, they do so at their own discretion.

Scholarships and reduced fees for special interest programs will be allowed, after the minimum number of registrants needed to break even have registered, provided space is available in the class when the reduced fee is requested. For each fully paid registration above the minimum, one partial fee will be given, up to the maximum class registration.

There will be no full reductions given, in order to allow more people to participate. It will be the judgment of the Parks and Recreation Director to determine the final amount of the fee reduction. Amounts and payment plans will be determined at the time of the interview with the applicant.

Scholarships and reduced fee applications will be accepted up until two weeks before a program starts. Interviews will be scheduled once all paperwork is received. Applicants will be notified of a decision at least one week before the program starts if all their paperwork is completed.

If someone is having a difficult time making payments for an expensive program, such as day camp, arrangements can be made for payments. People who abuse this privilege by not paying will not be allowed into programs until they do pay. *Payment plans will be for a maximum of 6 months duration.*

Individuals receiving a scholarship or reduced fee for day camp or have special arrangements made for payment may register for all sessions at the same time. One third of payments must be made at the time of registration and the balance paid before day camp begins.

How to Apply

An application that is not complete cannot be approved.

In order to receive a scholarship or a reduced fee the application must comply with the following:

In order to be eligible applicants must provide a completed application along with their documentation of income and residency to the Hebron Parks and Recreation Department.

Applicants are guaranteed that their personal finances will not be discussed outside the department. It is the primary responsibility of the interviewer to maintain a level of privacy about the applicant's financial status.

1. Individuals must reside within the Town of Hebron. Proof of residency is required, i.e. voter registration card, current driver's license, monthly bill with address.
2. Applicants must provide income documentation. Individuals receiving Public Aid must submit an official public aid form listing public aid income received and all members who are eligible. Individuals not receiving public aid, but who are able to document a hardship case can submit income tax returns, social security assistance, recent pay slips or any other documents that will show a record of the family's annual income.
3. Applicants who receive food stamps or TFA for an applicant must complete the application with the child's name, food stamp, or TFA case number and the signature of an adult household member.

Scholarships or reduced fee assistance are limited by existing funds on a first come, first served basis to the Town of Hebron's residents.

Hebron Parks & Recreation
 15 Gilead Street
 Hebron, CT 06248
 (860) 228-5971

APPLICATION FOR SCHOLARSHIP AND REDUCED FEES

INSTRUCTIONS: In order to determine your eligibility for waiver, all sections of this application must be completed in full. Please attach a copy of your most recent Federal or State Income Tax return for each household member.

1: Participant's Name: _____ Age: _____

2: Parent/Guardian Name: _____ Home Phone: _____

3: Address: _____

4: Employer(s) Name: _____ Work Phone: _____

5: Program Desired: _____

6: List of all adult household members (18 years or older)

| | |
|------|------------------------|
| Name | Social Security Number |
|------|------------------------|

7: List all other children in household

| | |
|------|-----|
| Name | Age |
|------|-----|

8: Please provide the name and phone number of a reference on one of these levels: social worker, teacher, principal, clergy, etc. _____

9: Total household income: Indicate the source and the amount of current income before deductions.

| | |
|-----------------------|-----------------|
| | Total per month |
| Wages, Salary | _____ |
| Social Security | _____ |
| Public Assistance | _____ |
| Unemployment | _____ |
| Child Support/Alimony | _____ |
| Pension/Retirement | _____ |
| Other | _____ |
| Total | _____ |

10: TFA Case Number: _____

I certify that all of the above information is true and correct and that all income is reported. Hebron Parks & Recreation Department may verify the information.

 Applicant's Signature Date

Office Use Only:

Registration Date:
 Program Fee:

Amount Waived:
 Denied:

Amount Owed:
 Date Paid: