

## Need-Based Scholarship Application for 2018-19 Arts Center Programs at Portland Parks & Recreation

- **Important: see reverse for full instructions.**
- Please fill out all sections and provide proof of income with your application (see instructions). We are unable to accept incomplete applications.
- One form per participant, please. Please submit an application form for each site at which you are requesting a scholarship.
- Summer term activities require a different form; your scholarship request is not automatically carried forward into Summer term.
- Scholarship limit: three activities per term per art center. (e.g. one private lesson, one full fee group class, one instrument rental).
- Misrepresenting financial status will affect future eligibility for scholarships. If your financial situation changes it is your responsibility to contact the center and update your information on file.

Participant's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Application is for:  Community Music Center  Multnomah Arts Center  Laurelhurst Dance Studio

**Activity Name:** 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

**Activity Number:** 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

**Published Fee:** 1) \$ \_\_\_\_\_ 2) \$ \_\_\_\_\_ 3) \$ \_\_\_\_\_

**What you can pay:** 1) \$ \_\_\_\_\_ 2) \$ \_\_\_\_\_ 3) \$ \_\_\_\_\_

**Please describe your financial need for a scholarship:** \_\_\_\_\_

**For Youth Students:**

Parent/Guardian #1 Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Parent/Guardian #2 Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Number of children living at home: \_\_\_\_\_ Number of adults in household: \_\_\_\_\_

**TOTAL YEARLY GROSS FAMILY INCOME (include child support if applicable) – CHECK ONE:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 0 to \$22,459         | <input type="checkbox"/> \$38,443 to \$46,465 | <input type="checkbox"/> \$62,419 to \$70,411 |
| <input type="checkbox"/> \$22,459 to \$30,451  | <input type="checkbox"/> \$46,465 to \$54,427 | <input type="checkbox"/> \$70,411 to \$78,403 |
| <input type="checkbox"/> \$30,451, to \$38,443 | <input type="checkbox"/> \$54,427 to \$62,419 | <input type="checkbox"/> above \$78,403       |

Does applicant / participant qualify for Federal free or reduced lunch program?  Yes  No

Does applicant / participant qualify for Oregon Health Plan?  Yes  No

**Required documentation of household income is your most recent Federal 1040 tax form.** If you did not file taxes this year, or if your current income is lower than stated on the 1040, you may substantiate your income via documentation provided by a state or federal agency.

Please check the form(s) used:

**Most recent Federal 1040 income tax return (first 2 pages) - required if you did file.** (Remove social security numbers before submitting.)

**I did NOT file a Federal 1040 income tax form this year - I am using one of the forms of documentation below:**

- |   |  |
|---|--|
| <input type="checkbox"/> Free/reduced lunch award letter  | <input type="checkbox"/> Food Stamps award letter      |
| <input type="checkbox"/> Proof of current Oregon Health Plan (eligibility letter with date)     | <input type="checkbox"/> WIC award letter              |
| <input type="checkbox"/> Proof of Social Security benefits (SSA Benefit Statement or SSA- 1099) | <input type="checkbox"/> Proof of disability pay (SSI) |

**UNACCEPTABLE for verification: W-2 forms, paycheck stubs, bank statements, Oregon Trail Card, OHP medical card, WIC card**

**X** \_\_\_\_\_  
Participant / Parent / Guardian Signature \_\_\_\_\_  
Date

**For office use only**

TERM: \_\_\_\_\_ DATE Received : \_\_\_\_\_ STAFF Initials: \_\_\_\_\_ Regular Fee: \$ \_\_\_\_\_

DATE Approved: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_ Discount: \$ \_\_\_\_\_

DATE Notified: \_\_\_\_\_ VIA: Email  Phone  In person  Total Fee: \$ \_\_\_\_\_

ELIGIBILITY: Type: \_\_\_\_\_ Effective Date: \_\_\_\_\_ Returned  Shredded  Date: \_\_\_\_\_ Initial: \_\_\_\_\_

SCHOLARSHIP APPLIED: Fall  Winter  Spring  Summer  SY  NP support: \$ \_\_\_\_\_

## ARTS CENTER PROGRAM SCHOLARSHIP FORM INSTRUCTIONS

### APPLICATION PROCESS

1. Complete and submit this form at the time of registration. If we are unable to approve the application immediately, center staff can assist in placing a hold on classes for you (down-payment required) while the approval is in process. For private lessons, please submit scholarship application with your Private Lesson Form without down payment.
2. Provide proof of household income level by providing the first 2 pages of your most recent 1040 tax form with the application. If you did not file a 1040 tax form, see below for acceptable forms. This information is necessary to help determine the degree of need for each applicant. Proof of income will be required every calendar year scholarship is requested.
3. Once your scholarship is approved you must pay the total tuition balance or make a partial payment on a scheduled payment plan. Scholarship approvals or amounts will vary from center to center depending on the number of applicants and available funds. If you have questions about your scholarship award, please contact the center directors.

### INCOME VERIFICATION

Scholarship applications will only be accepted with proper proof of financial need. Proof of financial need is made by providing the first 2 pages and supporting documents for your most recent 1040 income tax return. If you did not file a 1040 tax return, we accept other forms:

#### ACCEPTABLE FORMS OF INCOME VERIFICATION (If IRS form 1040 is not filed)

- Proof of current Social Security benefits (SSA Benefit Statement or SSA-1099)
- Proof of disability pay (SSI)
- Proof of current OHP (Oregon Health Plan—striped medical paper with client info on it)
- Oregon Trail (food stamps) award letter

### NOT ACCEPTED

- Bank Statements
- Paycheck stubs
- Individual W-2's
- Plastic Oregon Trail Card
- WIC

The participant, and the parent guardian if a youth student, must be a listed on the document.

We value your privacy and keep information confidential. Please remove social security numbers for all family members before submitting, especially if sending electronically.

### IMPORTANT ADDITIONAL INFORMATION

Students must meet payment commitments and program & attendance requirements in order to continue receiving scholarship. If you add or subtract an activity covered under this scholarship application you may be asked to re-apply.

Scholarship at some sites is provided by a nonprofit fundraising organizations through generous donations. We appreciate volunteers and donors who help us keep our programs affordable to all. To volunteer, please contact each center directly.