



AAPS Community Education and Recreation
SCHOLARSHIP PROGRAM INFORMATION



To apply for financial assistance, please read the following information, complete the attached application form, and provide copies of all required documentation.

Scholarship applicants will receive written notice 7-10 business days after the application has been processed.

You may submit your scholarship application throughout the year. Application and required documents may be dropped off at our office during regular business hours, placed in the exterior drop box (available 24/7), faxed (734-994-1454) or mailed to 1515 S. Seventh St, Ann Arbor, MI, 48103.

Scholarships take a minimum of five business days to process from the time written proof of residency and support/income verification have been submitted. In order to avoid confusion and allow timely processing, scholarship applications should be submitted **at least ten business days before** any activity/program registration is scheduled to begin. Applicants are not allowed to participate in any Rec & Ed class until after their scholarship is approved or full payment is received.

Scholarships (fee waivers) are available to individuals and families who are “permanent residents” or U.S. citizens within the Ann Arbor School District and meet HUD’s “very low” income guidelines. Scholarships are not available to individuals or families residing in Ann Arbor with a student or tourist visa. A valid Green Card (Permanent Residency for Non-US Citizens) must be provided whenever applicable.

Each approved person or family member may use the scholarship fee waiver for one (1) Rec & Ed class or activity for our Fall, Winter and Spring terms and two (2) classes or activities for our Summer term.

Approved scholarships are usually issued for a period of either six months or one calendar year. A new scholarship application with current documentation is required each year.

Scholarship recipients over 18 years of age are required to pay minimum \$5.00 co-pay at the time of class registration. Some classes and programs may be excluded from the scholarship program and participants may be required to pay additional co-pays or the full price. Fee waivers do not cover material and supply charges, co-sponsored or contracted services classes, field trips, special events, tickets to performances, sponsor fees, late fees or program deposits.

Questions, concerns, or requests for additional information should be directed to Donna Dishman at 734-994-2300 ext. 53223 during regular business hours.

APPLICATION PROCEDURE

1. Complete & sign scholarship application.
2. Provide verification of residency.
3. Provide verification of income or support.
4. College and university students:
Provide proof of financial aid, tuition waivers, health care coverage, grants, loans, etc.

VERIFICATION REQUIREMENTS

1. Verification of Ann Arbor School District Residency

Adults must provide a copy of 1 of the following items:

- Current Driver’s License (with current address) **OR**
- Current Lease Agreement **OR**
- Current State ID.

If applicable, you must also provide:

- Green Card (Permanent Residency for Non-US Citizens)

2. Verification of Income/Support

A. REQUIRED DOCUMENTATION- A copy of:

1. Federal Tax Forms and W-2’s from previous year (If self-employed, include Schedule C income tax form.)

AND

2. Two (2) current pay stubs **OR** a letter from your current employer (on company letterhead) reporting gross income, salary or hourly wage.

B. ADDITIONAL DOCUMENTATION:

You must provide a copy of each item that applies to your family situation.

- A. DHS Budget Report/Food Stamps Report
- B. Friend of the Court statement or checks or Relia Card Statement
- C. Reports documenting “Ward of Court”, “Foster Child”, Guardianship, Custodial Arrangements, Divorce, other
- D. Social Security/Pension Report or Bank Statement
- E. MESC Benefit Report
- F. Financial Aid Budget Breakdown/Award Letter from College or University
- G. Other documents that you feel will help show your current financial status.

3. Verification of Support for College/University Students

One or more of the following is required, based on your family situation.

- A. College/University Financial Aid Statement with budget breakdown.
- B. Letter from University stating value of fellowship, tuition waiver, health care, grants, scholarships.
- C. Green Card (Permanent Residency for Non-US Citizens) (required whenever applicable). Student/Visiting visas do not apply.

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ADDITIONAL INFORMATION

1. Level of support includes all gross income, assets, child support, social security, SSI, unemployment benefits, DHS subsidy, waivers, scholarships, grants, assistance from family and/or friends, and all other sources of funding not specifically mentioned.
2. If support or residency cannot be determined, Rec & Ed staff may request additional documentation from applicants before the scholarship can be processed.
3. In certain situations, scholarships may be limited to cover only the children within a household or may be issued for less than one year.
4. All adults residing at a single address must be US citizens or permanent residents in order for the family to qualify for our program.
5. All adult members residing at a single address will be required to provide proof of support/income.
6. In cases where child custody is shared between multiple adults, the applying adult will be asked to provide proof of custody arrangements with current taxes showing current dependents.
7. University students are required to provide documentation showing all financial funding for the current academic year.
8. Scholarship uses are not transferable between family members or seasons.
9. Participants who are unable to attend a class and need to cancel must notify our office at least 3 days prior to the start of the class/activity. Failure to notify our office or attend classes may result in revoking future use of the scholarship program.
10. Due to program limitations, we cannot process class registrations using a scholarship discount from our on-line registration site. All registrations using a scholarship discount must be submitted by mail-in/drop-off/fax.
11. Families who do not qualify for our traditional scholarship program may qualify for our 50% fee reduction program. This program allows qualifying families to register for a selection of classes at 50% off the resident price. This program is offered on a season-by-season basis and eligible families are notified by mail when program registration begins.

Last updated July 2, 2009