

Muskego Parks and Recreation

Operating Policies and Procedures

Financial Aid Plan

The policy of the department is that those residents who participate should help defray the overall costs of that activity. The department, however, does not want to exclude any resident adult or child who is unable to pay these fees due to unemployment, illness, or other unfortunate situations that might occur. In this regard, the department provides participants with a form to complete for financial aid. Proof of need will be required and if necessary an interview may take place. Those not meeting the requirements for financial aid may apply for the payment plan program.

Meeting the requirements set forth on the form, the procedure will be to waive one class fee per program guide per child/participant with a maximum class fee of \$40.00 being waived. Any fees above \$40.00 must be paid by the participant or put on the payment plan.

A resident is considered anyone who resides within the Muskego – Norway School District. Also the financial aid program cannot be applied towards the same class/program to be taken in three consecutive program guides. This will allow for varied educational and recreational experiences for participants who qualify. If a participant wishes to repeat a class/program, they may apply for the payment plan to help pay for that repeated class/program. Financial aid does not apply to trips/field trips or leagues.

Rationale: To allow for resident participation regardless of the ability to pay.

Responsibility: Parks and Recreation Director, Recreation Program Manager, Department Secretary, Floating Clerical Staff

Procedure: Yes

Created: 11/09/08
Revised:
Parks & Recreation Board Reviewed: 01/12/09
Policy # : 300-6

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Procedure for financial aid is, resident must fill out completely the Financial Aid Program form and return it to the Parks and Recreation Department for approval.

Forms following are: (1) Confidential Application~ Financial Aid Program

CONFIDENTIAL APPLICATION

MUSKEGO PARKS AND RECREATION DEPARTMENT

FINANCIAL AID PROGRAM

Meeting the requirements set forth on this form, the procedure will be to waive one class fee per program guide per child/participant with a maximum class fee of \$40.00 being waived. Also the financial aid program cannot be applied towards the same class/program to be taken in three consecutive program guides. This will allow for varied educational and recreational experiences for participants who qualify. Any fees above \$40.00 must be paid by the participant or put on the payment plan.

Program Requested/Participant name/ Program Fee

- 1. _____
- 2. _____
- 3. _____

Family Name: _____

Address: _____

Phone Home: _____ Work: _____

School attending: _____

Proof of need is required. Interested individuals must answer yes to one of the following questions. If you cannot answer yes, please explain financial hardship in question three (3). Please understand that an interview may be necessary to determine need. Payment plans are available for those not eligible for financial aid.

- 1. Do you participate in the school district's "Free Lunch" program? Yes_____ No_____
(proof of participation is required)

- 2. Do you receive financial aid or assistance? Yes_____ No_____
What type? _____

- 3. Other circumstances affecting your ability to pay? _____

Adopted by Parks and Recreation Board- July 9, 2001

OFFICE USE ONLY		
Amount:_____	Reviewed by: _____	Apprv'd by: _____
Fee(s) to be paid by participant _____		
Method of payment for remaining fees _____		