



## **AAPS Community Education And Recreation STANDARD SCHOLARSHIP PROGRAM INFORMATION**

### **Who is Eligible for this Program?**

This Scholarship program is available to individuals and families who live within the boundaries of the Ann Arbor Public School District and have documented income/support that falls within the “very low” or “low” HUD income guidelines and do not receive/qualify for the AAPS Free/Reduced Meal Program.

### **When Should I Apply?**

Early! Please submit your Scholarship Application and required documentation **at least 10 business days** before any class/activity/camp registration is scheduled to begin. There are numerous registrations throughout the year and it takes time to review and process each scholarship application. Please apply as early as possible to avoid registration delays. Rec & Ed class/activity/camp registrations cannot be processed until we have an approved scholarship on file or full payment is received. (Please note that we are not able to refund fees or retroactively apply this scholarship to previously enrolled classes/activities/camps.)

### **How Do I Apply?**

You may submit your scholarship application at any time during the school year. Apply at least 10 business days before the class/activity/camp registration period begins. (You only need to apply one time within a 12 month period)

1. Print and Fill out the **Scholarship Application**
2. Provide verification of your residency within the AAPS district by submitting a copy of your valid driver’s license, a valid State ID or a current signed lease agreement.
3. Provide verification of your income/support by providing a copy of the current year’s tax forms and two current pay checks. Based on your individual income/support situation, alternative or additional documentation may be required. The additional /alternative types of documentation are listed on the scholarship application form.
4. Submit your application and documentation any one of the ways listed below:
  - I. Call our office at 734-994-2300 x 0
  - II. Use the secure drop box located outside of our building (available 24/7)
  - III. Email to: [registration@aaps.k12.mi.us](mailto:registration@aaps.k12.mi.us)
  - IV. Mail to: “Rec & Ed Scholarships” at 1515 S 7<sup>th</sup> St, Ann Arbor, MI 48103
  - V. ~~Drop off at our office during regular business hours~~ (this option is temporarily unavailable due to our office being closed)

You will receive a letter or email regarding your application 5-7 business days from the date we receive your completed application.

### **What Benefits Does the Rec & Ed Scholarship provide to an Individual or Family?**

Individuals or families approved under this program will either be eligible for a 100% fee waiver or a 50% fee waiver based on the documented income/support level. Each approved individual or family member may use the scholarship fee waiver/reduction for (1) Rec & Ed class/ activity for our Fall, Winter and Spring terms & (2) classes/activities or (1) camp & (1) class/activity for our Summer term.

### **Are There Any Additional Costs or Exclusions for Rec & Ed Classes/Activities/Camps?**

Scholarship recipients over 18 years of age are required to pay a minimum \$5.00 co-pay at the time of class/activity registration. Some classes/activities/camps may indicate additional fees or specific scholarship co-pays. Some of our classes/activities/camps may be excluded from the scholarship program or have a limited number of available spaces.

### **Does this Scholarship Program Apply to the Before and After School Programs?**

Yes! You just need to complete the additional section on the application labeled "School Age Childcare". Based on your family income level, your child will be awarded a 25% fee reduction, a 50% reduction or a 75% reduction of the "standard" fees for before and aftercare sessions. (Fee reductions do not apply to the enrollment fee, late payment or late pick-up fees) If you complete this section on the application, you will receive a separate award letter with enrollment instructions for this program.

### **Are There Additional Costs or Exclusions for the Extended Day Program Scholarship?**

Fees must be paid by the monthly deadline to maintain your child's enrollment and scholarship assistance. Enrollment/registration fees, late pick-up fees, late payment fees are **not** covered under the EDP scholarship program.

### **How Do I Register for Classes/Activities/Camps Using a Rec & Ed Scholarship?**

Once you receive your letter or email that lists your scholarship award and the enrollment period has opened for registration, please call our office (**734-994-2300**) during our normal business hours (M-F from 8am-5pm) for assistance with registration. (We do save a specific number of spaces in all of our classes/camps, specifically for scholarship recipients.) You must call our office to register because our on-line registration system is not able to process scholarship or discount registrations. We encourage you to register early as spaces fill up quickly.

You will receive confirmation of your registration by email once your registration has been processed.

### **How Long Does the Rec & Ed Scholarship Last?**

Scholarships approved under this program will begin the date the scholarship is approved and will expire one year from the approval date.

**This scholarship must be renewed each year.**

### **How Long Does the Extended Day Program Scholarship Last?**

Scholarships approved for the Extended Day Program will begin on the first day of the month following the scholarship approval date and will expire at the same time as your scholarship expires.

### **How Can I Find Out More Information?**

Questions, concerns, or requests for additional information please email:  
**[scholarships@aaps.k12.mi.us](mailto:scholarships@aaps.k12.mi.us)**



# AAPS Rec & Ed and Extended Day Program INCOME BASED SCHOLARSHIP APPLICATION

1515 S. Seventh St., Ann Arbor, MI 48103 (734)994-2300

\_\_\_ FIRST TIME APPLICANT

\_\_\_ RENEWAL

FAMILY # \_\_\_\_\_

ADULT APPLICANT FIRST & LAST NAME: \_\_\_\_\_ APP. DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE #'s (DAY): \_\_\_\_\_ (EVENING): \_\_\_\_\_ EMAIL: \_\_\_\_\_

ANN ARBOR SCHOOL(S): \_\_\_\_\_ TOTAL # IN HOUSEHOLD: \_\_\_\_\_

NAMES OF FAMILY MEMBERS (first and last)	AGES	NAMES OF FAMILY MEMBERS (first and last)	AGES

### EXTENDED DAY PROGRAM SCHOLARSHIP:

(Please answer the questions below if you want to be considered for an Extended Day Program Scholarship)

Do you plan to enroll your child(ren) in the Extended Day Program for the current or upcoming school year? YES NO

Are you applying for scholarship assistance for the Extended Day Program for the current or upcoming school year? YES NO

### PLEASE ATTACH COPIES OF REQUIRED DOCUMENTS:

#### REQUIRED FOR VERIFICATION OF RESIDENCY

- Current Driver's License with current address or Current Lease Agreement or Current State ID
- Green Card (required if applicable)

#### REQUIRED FOR VERIFICATION OF INCOME/SUPPORT (ALL 3)

##### REQUIRED DOCUMENTATION:

- Federal tax forms and
- W-2's and
- Two (2) current pay stubs or Letter from your current employer (see information sheet)

##### ADDITIONAL DOCUMENTATION: (provide all that apply)

- DHS Budget Report/Food Stamps Report/Letter
- Friend of the Court statement or checks or Relia Card Statement
- Reports documenting "Ward of Court", "Foster Child", Guardianship, Custodial Arrangements, and Divorce/Separation
- Social Security/Pension Report or Bank Statement
- MESB Benefit Report
- Financial Aid Budget Breakdown/Award Letter from College or University
- Other documents that you feel will help show your current financial status

#### VERIFICATION OF SUPPORT FOR COLLEGE/UNIVERSITY STUDENTS

One or more is required for all college/university students.

- College/University Financial Aid Statement with budget breakdown
- Letter from University stating value of fellowship, tuition waiver, health care, grants, scholarships.

#### MONTHLY INCOME

Complete all that apply and supply relevant documentation.

- \$ \_\_\_\_\_ Wages (before taxes)
- \$ \_\_\_\_\_ Child Support/Spousal Support
- \$ \_\_\_\_\_ Social Security
- \$ \_\_\_\_\_ DHS/ Food Stamps
- \$ \_\_\_\_\_ Pension
- \$ \_\_\_\_\_ Unemployment
- \$ \_\_\_\_\_ College/University Waivers/Grants/Scholarships/Loans
- \$ \_\_\_\_\_ Other: \_\_\_\_\_
- \$ \_\_\_\_\_ **TOTAL MONTHLY INCOME/SUPPORT**

#### RESIDENCY: Circle the answers that apply to all family members.

- |  |     |    |
|--|-----|----|
| Current Ann Arbor School District Resident(s)?                               | YES | NO |
| United States Citizen(s)?  | YES | NO |
| Does any family member have a green card? (must provide copies of each card) | YES | NO |
| Student Visas/Visitor Visas?   | YES | NO |

IF YOU WISH TO APPLY UNDER ANY SPECIAL HARDSHIP CONDITIONS (UNUSUALLY HIGH MEDICAL EXPENSES, DISASTER OR CASUALTY LOSSES, ETC.), PLEASE COMPLETE THE APPLICATION AND DESCRIBE THE NATURE OF YOUR HARDSHIP HERE OR ON AN ATTACHED SHEET.

This application must be completed and returned to Community Education and Recreation. No processing will occur until department officials have verified the information on this application. Deliberate misrepresentation of information on this form subjects the applicant to prosecution under applicable State and Penal Statutes and will result in revocation of all future scholarships. My signature certifies that all of the above information is true and correct.

Any changes in the above information must be reported immediately.

\_\_\_\_\_  
Signature of Applicant or Signature of Parent/Guardian

FOR OFFICE USE ONLY

APPROVED / DENIED RATIONALE: \_\_\_\_\_ DATE ENTERED \_\_\_\_\_ ; LETTER SENT: \_\_\_\_\_

R/E Scholarship: 100% or 50% Expiration Date : \_\_\_\_\_ SACC Scholarship: NA or 75% or 50% Expiration Date: \_\_\_\_\_