



Parks, Recreation and
Neighborhood Services

CITYWIDE SCHOLARSHIP APPLICATION INSTRUCTIONS

Statement of Intent

The City of San José's Department of Parks, Recreation and Neighborhood Services' Citywide Scholarship Program will ensure that qualifying San José residents will have access to participation in department programs, classes, and activities. **All requests are subject to available funding.**

Eligibility Criteria

1. The PRNS Citywide Scholarship Program will operate in 2 (two) Steps. Step 1 is for the Customer to submit the application at the facility of choice at least 4 weeks before a class starts in order to "pre-qualify" and receive notification of award. Step 2 is for the Customer to verify class selection, complete the registration process, pay the balance due, and finalize registration prior to class start date.
2. Citywide Scholarship Applications will be available at each Community Center and may be downloaded online. Applications for San José's Scholarship Program and proof of eligibility will be accepted in person only at each Community Center and will be reviewed. If qualified, scholarships will be available for any season during the calendar year as funding permits. **You may apply until September 17, 2012**; however, funding is subject to availability.
3. Scholarship Recipient must be a San José resident, and be under age 18 years (or still actively enrolled in high school), a qualified active adult age 60+, or a person with disabilities. **Proof of residency includes utility bills that have the name and address of the participant, parent or legal guardian and must also be submitted with application.**
4. Verification documentation is required **and copies must be submitted with application.** Participant, Parent or Legal Guardian must currently be participating in a State and/or Federal Assistance Program such as: Subsidized housing; HUD Section 8 Rent Subsidy; Temporary Assistance for Needy Families (TANF); Food Stamps (California Advantage or Cal-Fresh); Medi-Cal; California's Life Line Program (reduced rates for phone); Women, Infants & Children (WIC); Supplemental Security Income (SSI), or if both parents/guardians or participants are unemployed and receiving CA State Unemployment Insurance benefits. Qualifying Participant, Parent or Legal Guardian can also be enlisted in the U.S. Military and must be considered an "active" member.
5. Citywide Scholarships apply to Leisure Classes and Activities that meet more than one time. Examples include: Recreation Classes, Day & Summer Camps, and Sports Leagues.
6. Citywide Scholarships will be awarded on a first-come, first-served basis. Customer will be notified of award status within 7-10 business days after submittal. There is a maximum award of \$100 per participant, per calendar year, and is subject to available funding.
7. If scholarship application is approved, Customer is responsible for completing the class registration. Citywide Scholarship awards do not guarantee enrollment and do not replace the registration process. Customer is responsible for paying at least 50% of the listed price of the class or activity. Citywide Scholarship funds are not available for expenses beyond the listed price such as, but not limited to: supplies, materials, food and/or transportation.
8. Any refunds will be only for amount paid by customer. Refunds requested must follow the existing Department of Parks, Recreation and Neighborhood Services' Refund Policies. See the Citywide Activity Guide or visit our website at www.sanjoseca.gov/prns for more information.



Staff Intake Name: _____

City of San José - Department of Parks, Recreation and Neighborhood Services
 200 E. Santa Clara Street, 9th Floor, San José, CA 95112 (408) 535-3570 main (408) 292-6299 fax

CITYWIDE SCHOLARSHIP PROGRAM APPLICATION - 2012

Program Location/Center: _____ Today's Date: _____

Have you ever applied for a San Jose scholarship? If so, when/where? _____

Type of Class (circle one): Child/Youth Active Adults All Access

Applications accepted IN PERSON ONLY at each Community Center. You may apply until September 17, 2012.

Scholarships are awarded as funding is available. Completion of this application does not guarantee approval of a Scholarship. Include copies of all required documents listed below. Your application will not be processed without the information requested. All information is confidential. No Faxes Accepted!

- Proof of San Jose Residency (utility bill, etc.) and Proof of Identity
- Proof of age 18 and under for youth, 60+ for seniors
- Participant, Parent or Legal Guardian must currently be participating in a State and/or Federal Assistance Program such as: Subsidized housing; HUD Section 8 Rent Subsidy; Temporary Assistance for Needy Families (TANF); Food Stamps (California Advantage or Cal-Fresh); Medi-Cal; California's Life Line Program (reduced rates for phone); Women, Infants & Children (WIC); Supplemental Security Income (SSI), or if both parents/guardians or participants are unemployed and receiving CA State Unemployment Insurance benefits. Qualifying Participant, Parent or Legal Guardian can also be enlisted in the U.S. Military and must be considered an "active" member.

Participant Information (Please Print) One participant per form – Non-transferable

Last Name	First Name	Gender (M/F)	Date of Birth	Age
Address	Apt. #	City	Zip	Phone

Parent or Legal Guardian - Youth Only (Please Print)

Last Name	First Name	Home Phone	Alternate Phone	Email
Address (if different than above)		Apt. #	City	Zip

Secondary Adult or Legal Guardian – Youth Only (Please Print)

Last Name	First Name	Home Phone	Alternate Phone	Email
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CUSTOMER ACKNOWLEDGEMENT AND DISCLAIMER

The information provided is true and correct and the eligibility criterion has been met. Any falsification of information will be cause for immediate and automatic disqualification from this program. Scholarships are awarded as funding is available and this application does not guarantee an award. Customers are responsible for at least 50% of the listed price of the class. Customer is responsible for any additional costs (supplies, etc.) that are not covered by the scholarship funds. Participation in the Scholarship Program will be subject to all Policies and Procedures set forth by the City of San José's Department of Parks, Recreation & Neighborhood Services.

I understand that my signature below indicates that I have read and understand the policies and procedures of the City of San José Department of Parks, Recreation and Neighborhood Services' Citywide Scholarship Program.

Print Name _____ Signature: _____
 Date: _____

FOR OFFICE USE ONLY

If denied, reason for denial _____

Eligibility Verified by Supervisor: _____
Print Name
Signature
Date