

<b>Subject</b>	Scholarship Program	<b>Policy #</b>	300.01
<b>Effective Date</b>	Immediately		
<b>Last Revised</b>	March 18, 2013		
<b>Approved By</b>	<i>[Signature]</i>	<b>Date</b>	3-20-13

**PURPOSE OF POLICY**

To establish policy and guidelines for the scholarship program at the Tukwila Pool.

**POLICY STATEMENT:** The Tukwila Pool will maintain a scholarship program to ensure that everyone has access to aquatic recreation and aquatic learning opportunities. It will be the responsibility of the Aquatics Coordinator, or their designee, to administer and maintain the Tukwila Pool Scholarship Program.

**QUALIFICATION AND AWARD:** Applicants must qualify to receive an award.

Qualification is based upon Household Income Guidelines or Free and Reduced Lunch Qualification. The U.S. Department of Housing and Urban Development's current "Income Guidelines for King County" will be used as the basis for establishing the award guidelines. Additionally, students qualifying for free/reduced lunch with the Tukwila or Highline School Districts may automatically qualify. The table below details award amounts based upon qualifications.

Tukwila/Highline Free/Reduced Lunch	HUD Income Guidelines	Scholarship Award Amount
	80% - 50% of Median Income	50% of program or pass cost
Reduced Lunch	50% - 30% of Median Income	75% of program or pass cost
Free Lunch	30% or lower of Median Income	100% of program or pass cost

Scholarships are distributed to residents and/or students in Tukwila. Proof of residency and/or verification of school attendance may be required.

Scholarship awards may not be available for all programs, and some programs may only be eligible for partial funding.

**SCHOLARSHIP AVAILABILITY:** Scholarships are dependent upon annual funding, season, and participation limits.

**Funding:** The Scholarship Fund is determined annually and funding is allocated through the budget process.

**Seasonal Distribution:** Annual funding is distributed as detailed in the table below. Scholarship awards will only be valid for the season for which the application was submitted, however, a complete application is valid for one year from the time it was submitted. Applicants need not complete a new application for each season for up to one year.

Season	% of funds to be awarded
Winter: January – April	25%
Summer: May – August	50%
Fall: September - December	25%

Participation Limits: Scholarships are awarded on a first-come, first-served basis. One scholarship per participant per season may be awarded. Additional scholarships may be awarded at the discretion of the Aquatics Coordinator depending upon funding availability. Only lessons continuation will be considered for additional scholarship funding in a given season. The intent of additional scholarships for swim lessons is to encourage skills competency relative to water safety.

**REVIEW PROCESS:** The following steps will be taken to ensure accurate and consistent review.

1. Scholarship requests will be accepted at the Tukwila Pool on an ongoing basis.
2. Requests will be promptly reviewed by the Aquatics Coordinator or his/her designee.
3. Scholarship Request Forms must be complete for consideration. Incomplete forms will be returned to the applicant.
4. Applicants will be notified of their award status by US Mail within 10 business days of application receipt

**CONFIDENTIALITY** All application materials will be confidential and used solely to evaluate and/or confirm eligibility for the Tukwila Pool Scholarship Program.

**.DEFINITIONS:**

*Scholarship* – A partial or complete reduction of fees or resident rates for a Tukwila Pool Program or Pass.

*Program* – Offerings for which the Tukwila Pool has a course fee for.

*Pass* – A pass for which an individual can register for that allows them access to drop in offerings at Tukwila Pool.

*HUD Income Guidelines* – United States Department of Housing and Urban Development (HUD) “Income Guidelines for King County” for the current fiscal year will be used as the basis for establishing income guidelines.