

PARTNER WITH YOUTH FINANCIAL ASSISTANCE APPLICATION INSTRUCTIONS

Step One:

Please fill out the financial assistance application **completely**, all requested fields **must** be completed.

Step Two:

Please attach **ALL** requested documentation to the financial assistance application form. The required paperwork is listed under “**step two**” of the application. The required documentation includes: **a photo copy of the current years 1040**, in addition to a photo copy of one of the following : Two consecutive pay stubs, a **salary verification letter**, **social security or disability awards letters**, or **unemployment verification letters**. **ALL FINANCIAL VERIFICATION DOCUMENTS MUST BE SUBMITTED WITH APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

STEP THREE: *What are you interested in?*

- ◇ If you are interested in becoming a “**Facility Member Only**”, at a scholarship rate you can skip the “**Program Only**” section shown on the financial assistance application form.

- ◇ If you are interested in becoming a facility member and enroll in programs at a scholarship rate you will need to list **EACH** specific program that you are interested in enrolling in on the “**Program Section**” of the financial assistance application. Please include each specific child’s name, age, along with the programs name, and program dates or session. A scholarship must be entered for each individual program and each individual child.

- ◇ If you are currently a facility member on scholarship and wish to enroll in programs at a scholarship rate please fill out “**Step One**” and the “**Program Only**” section of the application form only. You do not have to provide income documentation again **until your annual renewal date**.

- ◇ If are interested in becoming a “**Program Member Only**” and enroll in programs at a scholarship rate you will need to complete the financial assistance application completely and attach all required income documentation. This information is needed to determine what percentage you will be awarded off the original program cost.

STEP FOUR:

Please allow 10 business days to process the scholarship application. Once your application has been processed you will receive a letter by mail stating your approved scholarship rate. Please bring in your letter to **Membership Sells** and activate your membership. We offer several payment options: You may have your monthly charges drafted from a **checking account** or **credit card**, **if** you wish to pay your membership fee by **cash**, you may choose to **pay quarterly, six months, or in full for the year**.

Please allow Five days for program scholarships to be processed. You will receive a call letting you know your scholarship has been entered. You can then come in to register for the class. **PLEASE REMEMBER:** Scholarship approval does not hold an actual spot in the class for you. A spot in the class will only be reserved once you come in and register for the class at membership sales.

