

# TOWN OF COLCHESTER

## Financial Assistance Request Form

Participant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Who is the legal guardian of the youth?     Both parents     Mother only     Father only  
 Joint Custody     Grandparent     Other (*please list* \_\_\_\_\_)

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**Household Members:**

Name:	Relationship to Applicant:	Age: (if child)
	SELF	

*\* A copy of the last 4 weeks paystubs of each family member must be attached to this application to be considered for the sliding fee scale.*

**Income Information:**

Name of Person with Income: \_\_\_\_\_ **Gross**/Month: \_\_\_\_\_ Source of Income: \_\_\_\_\_  
 (Employer, Child Support, SSI/SSD, etc)


*All information above is true and accurate to the best of my knowledge.*

\_\_\_\_\_  
 Signature of Parent/Legal Guardian

\_\_\_\_\_  
 Date

**Office Use Only: Income Eligibility Verified By: (please initial)**

**Youth & Social Services Staff:** \_\_\_\_\_ is eligible for \_\_\_\_\_ % fee waiver.

## Town of Colchester Financial Assistance Request

- All requests for financial assistance for Youth Services and Parks & Recreation programs will be processed through the Youth & Social Services office.
- All requests will be kept confidential.
- Requests will be processed within 5 business days.
- Only Colchester residents are eligible for financial assistance.
- Requests may be granted a scholarship of 25% or more of the program registration fee, based on a sliding scale of the family's/individual's gross annual wages.
- There is an annual limit for financial assistance, determined by each department.
- Requests must be submitted to the Youth & Social Services office at least 2 weeks prior to the start of the program for which assistance is sought.
- While a request is being reviewed, the program registration will be entered tentatively. However, the registration must be completed within one week of notification of financial assistance or the registration will be cancelled.
- Where appropriate, payment plans may also be available.

### REQUIRED FORMS:

Please make sure that you have all of the following documentation attached to your completed financial assistance request form. **Note: Incomplete applications will not be accepted.**

- Signed and completed Financial Assistance Request Form
- Documentation of any regular monthly income
  - Last 4 weeks of pay stubs and/or unemployment
  - Child support (*Include proof of receipt such as a bank statement showing direct deposit or court order. If support is not received or if it is received but you don't have proof, you must also complete the child support affidavit and it must be notarized*)
  - Social Security
  - Payments for subsidized foster care
  - Any other regular income (alimony, etc.)
  - Self-employment worksheet must be completed and notarized if self-employed
- Notes/Comments/Extenuating circumstances (optional)