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## 340 – Financial Aid/Scholarship Policy

### 1.0 PURPOSE

The Des Moines Pool Metropolitan Park District (District) understands that families and individuals due to circumstances beyond their control can experience severe financial problems. For this reason, the Financial Aid/Scholarship Program was created enabling residents to have access to the pool and programs at a reduced fee.

The District's Financial Aid/Scholarship program exists for the purpose of helping residents through periods of financial hardship. Assistance is provided for residents living within the boundaries of Des Moines, WA. The amount of financial aid awarded is done through discounts of 90% for admission passes and swim lessons. Eligibility is not automatic as there is limited financial aid available. Families that apply will have to comply with the requirements set forth below. Failure to do so can lead to the termination or lack of eligibility for aid. Any resident interested in this program may stop by the Mount Rainier Pool and pick up an application or download from the Mount Rainier Pool website (<https://mtrainierpool.com>). If you have any questions, please call (206) 429-3852.

The District's goal in the Scholarship Policy is to administer a Financial Aid/Scholarship program in which access to the Mount Rainier Pool and programs are available to the entire community regardless of race, color, religion, sex, national origin, age, or disability.

### 2.0 ELIGIBILITY

To be eligible to receive financial assistance, the applicant must meet the following criteria.

- Must be a resident of Des Moines or Normandy Park, WA.
- Must apply for assistance in writing using the financial aid form (see attachment A) provided by the District.
- Must provide all documentation requested by the District.

### 3.0 SCOPE OF FINANCIAL AID

The financial aid program is intended to benefit residents in temporary financial need. Financial aid may not be available for all programs or for some direct cost as determined by the District Board of Commissioners. These would include contractual programs, special events and ticket type events. The district offers two types of Financial Aid/Scholarships.

1. Facility admission pass scholarship (90% of pass cost)
2. Swim lesson scholarship (90% of lesson cost, maximum of one lesson per child per year).

#### OTHER:

1. All information on the application must be true and accurate. **Financial aid provided is legally recoverable if awarded on the basis of false information.** Any applicant who receives financial aid based upon false information, shall pay the entire amount back to the District upon demand, and shall also be responsible for the payment of all costs of collection, including attorney's fees and costs. Future usage of the pool may be placed on hold until the money is recovered.
2. All information received will remain confidential and secure.
3. All financial aid shall be awarded solely based upon the individual need of the applicant without regard to race, color, gender, religion or sex.

### 4.0 APPLICATION PROCEDURES

1. Complete the financial aid application form which is available on the Mount Rainier Pool website. Return the completed form along with all required documentation to:

Mount Rainier Pool  
22722 19<sup>th</sup> Avenue South  
Des Moines, WA 98198

2. Upon receipt, the Pool Management and/or District General Manager will review the application and make a decision of approval/disapproval.
3. Applications for financial aid will be notified within 10 business days of receipt of completed application, including all necessary documents, as to the grant status.
4. The awarded amount will be placed on the applicant's CivicRec account and will be available for the approved function through August 31 of each year. (This credit is not refundable).
5. Upon approval, applicants may register for programs through regular District registration procedures.

Financial aid is valid for one calendar year (September 1 through August 31) and a new application must be submitted each year. New information will be available in mid-August of each year.

## Attachment A



## 2022-2023 Scholarship Information Packet

**22722 19<sup>th</sup> Avenue South**  
**Des Moines, WA 98198**  
**(206) 824-4722**

### GOAL OF PROGRAM

The goal of this program is to remove financial barriers of members of our community. We value community and inclusiveness for **ALL** residents of Des Moines and Normandy Park. Our mission is to enhance our community's quality of life through aquatics. Scholarships helps us ensure everyone has access to our programs.

### REQUEST PROCESS

Important! Please request scholarships before you register for swim lessons! This can be done any time after February 1, 2023. Scholarships do not guarantee you a spot in lessons or any other program. These programs will follow the [swim lesson registration process](#).

We have created a two-step process to ensure tax money and donations are being allocated correctly. Complete the Scholarship Request Form and supply the required documentation.

### ALL SCHOLARSHIPS ARE NOW 90%. RECIPIENTS WILL PAY 10% AT THE TIME OF REGISTRATION.

Please complete the two steps of the application process to be eligible:

- Step 1: Proof of Residency (*Scholarships are now resident only.*)
- Step 2: Proof of Need of Assistance (See options below)

**Step 1. Registration Information:** Please include your main contact information and registrant information for each scholarship. Please refer to the attached scholarship breakdown sheet for your request. **All scholarship recipients must reside in either Des Moines or Normandy Park.** Proof of Residency could be required at time of application.

- **Proof of Residency** – Please provide a copy of identification or a utility bill or other form of documentation that shows you reside in Des Moines or Normandy Park.

**Step 2. Proof of Need of Assistance:** Please provide one of the types of options below for proof of need.

- **Option #A: Utility Discount Program Qualification:** For 50% assistance, attach a copy of discount utility program verification.
- **Option #B: Social Security Benefits Documentation:** Accepted forms include SSI or SSA-1099, if social security is the only form of income. If other income realized: pensions, annuities, business income, etc. a tax return must be submitted in addition.
- **Option #C: Public Assistance Programs:** Please provide documentation of one of the forms below.
  - Temporary Assistance for Needy Families (TANF)
  - Social Security Income for Disability (SSI)
  - Developmental Disability Administration (DDA)
  - Foster Child Applicant – DSHS services approval letter.

### ADDITIONAL INFORMATION

- **Account Setup:** Please help us by setting up an account on our registration software (CivicRec). [Please click here to setup an account](#). This will help speed up the registration process and ensure your contact information is correct for communications including waitlists.
- **Availability:** Scholarships are only available to residents of Des Moines and Normandy Park at this time.
- **Programs:** At this time scholarships are available for swim lessons; facility use passes and water exercise classes. Lifeguarding and Swim Lesson Instructor certifications may also be covered by the District dependent on work commitment. Please contact us at [info@mtrainierpool.com](mailto:info@mtrainierpool.com) if you are interested in these programs that do not require a scholarship application.
- **Funding Limits:** Scholarships are dependent on funding availability, and awarded on a first come, first serve basis.
- **Scholarship Cycle:** Approvals will be good for programming from September 1 to August 31 of each year.
- **Policy and Procedure:** Additional information on policy and procedures in section below.

**POLICY & PROCEDURES**

- Scholarships are only available for residents of Des Moines and Normandy Park at this time.
- All matching fees (patron's responsibility) are due at the time of registration. (No class spots will be held.)
- Incomplete forms or forms without required documentation will not be accepted. Process will start once form with required documentation is received.
- A new form must be submitted each year start on September 1<sup>st</sup> to qualify for financial aid. Groups and organizations are not eligible for scholarship but may qualify for a group discount, and starting in 2023, no money will be carried over.
- Scholarships are only for programs at the Mount Rainier Pool, and only cover swim lessons, facility use passes and water exercise. If you are interested in another program, please call us at (206) 824-4722.
- Swim lesson and water aerobics classes must have space available, and applicants must follow normal registration process.
- Scholarship request forms that are mailed or dropped off at the Mount Rainier Pool and may take up to five (5) business days to process. Once approved a scholarship balance will be applied to your account.
- All swim lesson registrants may be required to perform a free swim evaluation. Please call the pool to make an appointment.

**PENALTIES**

- Participants must have all absences excused by pool management staff. Call (206) 824-4722 to excuse your absence.
- Participants will be given one courtesy unexcused absence, but any additional unexcused absences could result in forfeiture of your scholarship award and will be factored into future scholarship applications.
- Participants will forfeit any portion of their fees that were paid towards the class to hold your spot. This includes any cancellation within one full week of a class.

**APPEALS/REQUESTS**

- The District General Manager reserves the right to award up to 100% on swim scholarships.
- The District General Manager will mediate any disputes over Scholarship Awards.

**APPLICATION PROCESS**

1. Setup an account on our registration software at [CivicRec](#). (See below for more information.)
2. Complete form and provide required documentation. Make sure to bring identification and proof of residency.
3. If you need assistance, please contact the Mt. Rainier Pool to setup an appointment with the District General Manager. You can call us at (206) 429-3852 or email [info@mtrainierpool.com](mailto:info@mtrainierpool.com). (Please allow three business days to setup appointment)..
4. Please allow five (5 business days) to process the application.

**SETTING UP A CIVICREC ACCOUNT**

1. [Click here](#) to setup a new account at CivicRec.com
2. Click login/create account button in upper right corner and follow directions.
3. Please make sure that you list a good contact phone number and email to ensure we are able to contact you.
4. Once complete, you should receive a confirmation email. Please use this email to double-check your account to make sure the contact information is correct.
5. If you have any questions or concerns, please contact us at (206) 824-4722.

**GRANTS/UPDATES**


Grants become available time to time that may waive up to 100% of the programs. We will announce these opportunities through our email notification system. If you would like to receive program updates, please [click here](#) to sign up for our email notification system. (Also do not forget to follow-up and opt-in when you receive a confirmation email.)

**SWIM LESSON PAGE**

For more detailed information on specific swim lessons, visit our swim lesson page at [mtrainierpool.com/swimlessons](http://mtrainierpool.com/swimlessons).

**QUESTIONS**

For any questions, please call the Mt. Rainier Pool at (206) 824-4722 or email us at [info@mtrainierpool.com](mailto:info@mtrainierpool.com).

<h1>SCHOLARSHIP REQUEST FORM</h1> <p>MOUNT RAINIER POOL – 22722 19<sup>TH</sup> AVENUE SOUTH (206) 824-4722 – INFO@MTRAINIERPOOL.COM</p>		
<b>STEP 1: REGISTRATION INFORMATION (PROOF OF RESIDENCY)</b> Please provide a copy of identification or a utility bill or other form of documentation that shows you reside in Des Moines or Normandy Park.		
Main Household Contact (Parent/Guardian):		
Address:		
City:	Zip Code:	
Contact Phone #:	Contact Email:	
<b>PARTICIPANT REGISTRATION INFORMATION</b> For registration information on swim lessons visit the swim lesson page at <a href="http://mtrainierpool.com">mtrainierpool.com</a> .		
1. Participant Full Name:		
Class/Program Requesting:	Dates Requesting:	
2. Participant Full Name:		
Class/Program Requesting:	Dates Requesting:	
3. Participant Full Name:		
Class/Program Requesting:	Dates Requesting:	
4. Participant Full Name:		
Class/Program Requesting:	Dates Requesting:	
5. Participant Full Name:		
Class/Program Requesting:	Dates Requesting:	



**STEP 2: PROOF OF NEEDS ASSISTANCE**

Please provide proof of need for financial assistance. Complete below and provide copies of all documentation. All scholarship applications will not be accepted or will be on hold until all documentation is provided. Click below and include documentation with application (*copies can be made at the Mount Rainier Pool, 22722 19<sup>th</sup> Ave S*).

- ☐ **Option #A: Utility Discount Program Qualification:** For 50% assistance, attach a copy of discount utility program verification to receive 50% scholarship level.
- ☐ **Option #B: Social Security Benefits Documentation:** Accepted forms include SSI or SSA-1099, if social security is the only form of income. If other income realized: pensions, annuities, business income, etc. a tax return must be submitted in addition.
- ☐ **Option #C: Public Assistance Programs:** See options below.
  - ☐ *Temporary Assistance for Needy Families (TANF)*
  - ☐ *Social Security Income for Disability (SSI)*
  - ☐ *Developmental Disability Administration (DDA)*
  - ☐ *Foster Child Applicant – DSHS Services Approval Letter.*

\_\_\_\_ (Initial) Are you willing to be photographed or interviewed in support of the Mount Rainier Pool Scholarship Program.

Swim Lessons Only: I have completed a swim evaluation. \* (required) at Mount Rainier Pool. ☐ Yes ☐ No

\*Swim Evaluations are administered during Family Swims by staff. Visit [www.mtrainierpool.com/schedule](http://www.mtrainierpool.com/schedule) to view current schedule or call us at (206) 824-4722 to schedule an evaluation.

I hereby agree to release, save and hold harmless the Mount Rainier Pool and the Des Moines Pool Metropolitan Park District and its respective officials, administrators, staff and volunteers from any and all liability and claims of any damage of injury brought on by me, my family, estate, heirs or assigns arising out of my enrollment or participation in this program except as may arise solely from gross negligence of the Mount Rainier Pool or the Des Moines Pool Metropolitan Park District or from the acts of third parties. My signature below signifies that I voluntarily agree to all of the terms and conditions.

I certify that all of the information provided on this form is true and correct and that all income is reported. I understand that this information is being given for the receipt of a Swimming Scholarship assistance; that District officials may verify the information on the application; and that deliberate misrepresentation of the information may subject me to prosecution under applicable laws.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MORE INFORMATION**

For more information, please contact the Mt. Rainier Pool at (206) 824-4722 or email [info@mtrainierpool.com](mailto:info@mtrainierpool.com).

Mount Rainier Pool  
22722 19<sup>th</sup> Avenue South  
Des Moines, WA 98198  
(206) 824-4722  
[www.mtrainierpool.com](http://www.mtrainierpool.com)

**STAFF USE ONLY**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

*All forms must be returned to the Mt. Rainier Pool., Please allow five (5) days for processing from the date the application is received at the Mt. Rainier Pool. Submittal of forms does not guarantee placement in classes or receipt of scholarship. Attach sheet with staff comments and notes (if needed).*

☐ Approved ☐ Denied Amount Granted: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**THE INFORMATION ON THIS FORM IS CONFIDENTIAL AND WILL ONLY BE USED TO DETERMINE SCHOLARSHIP ELIGIBILITY.**