



## Scholarship Policy

Revised June 2019

Community Services Department  
270 Montgomery St.  
Woodburn, OR 97071

- Applicants must complete the scholarship form in full and return it to the Recreation & Parks Department or the Aquatics Center prior to registering for an activity.
- Applications will be processed within five working days of receipt—class space will not be held while the application is being reviewed.
- Applicants must submit appropriate documents to show current income prior to scholarship application approval (see examples of documentation below).
- Scholarship awards will be made based on the Approval Criteria Chart at the bottom of the page.
- If major exceptions (additional medical bills, extenuating circumstances arise, or a complete lack of income), the chart below may not apply. Under such circumstances, approval criteria will be determined by the Assistant City Administrator.
- A “Scholarship” file will be maintained at the Recreation & Parks office, or at the Aquatic Center.
- All members listed in the applicants household will be eligible to use the scholarship upon approval.
- *All scholarships expire April 30th and must be renewed with current documentation for continued approval.*

### Scholarships do not apply to:

- Drop-in programs
- Residents outside of Woodburn
- Private swim lessons
- Adult sports leagues & trips
- Food and/or merchandise

### Preferred form of documentation:

- Current Federal Tax Return (form 1040)

### Other forms if form 1040 is not available:

- Current pay-stub
- W-2,
- TANF, unemployment, Child support statements