



Date: 6/30/2016

Updated: 6/30/2022

Date To Be Reviewed: Three Years – 6/30/2025

Title of Document: 6.3.1.A LOPR_Scholarship Policy & Procedures

This document is intended for internal use only.

Eligibility:

Available to all residents and school-district residents of Lake Oswego.

A completed application must be submitted **ten calendar days prior to the program start date** for processing.

Policy:

The Lake Oswego Parks & Recreation Department offers a limited number of partial scholarships for City and School District residents needing financial assistance. Resident applicants may receive up to 50% of the cost of a program, but not to exceed a maximum of \$75 per class, with a maximum of \$200 per individual per fiscal year (July 1-June 30), and a maximum of \$500 per family per fiscal year.

The Supervisor of the program may reduce or waive the 50%, but may not increase or reduce the \$200 per individual and \$500 per family per fiscal year limits.

A family has the option to use the entire \$500 during one term (summer, for example), however if they choose to do this, a scholarship will not be available until the following fiscal year. The \$200/\$500 limits will resume on July 1 of each fiscal year.

Scholarship Award Procedures:

Scholarship requests are approved, coordinated, and tracked by the Parks & Recreation Department Scholarship Program Coordinator. For specific program questions, contact the Scholarship Program Coordinator at 503-675-2549.

Procedure:

- **Applications are available** at [Scholarship Program | City of Lake Oswego](#).
- Applications must be received 10 calendar days prior to program start date, however, the application may be submitted to the Scholarship Program Coordinator for review if the 10-day policy is in question. The approval/denial is left to the discretion of the Coordinator.
- Once the application is completed, verify the program start date, and that the application has been signed and dated.



Director Approval - Original Approval Date: _____
Update Approval Date: _____
Signature: _____

PARKS & RECREATION

- Submit all applications to Scholarship Program Coordinator.
- The application will be reviewed by the Scholarship Program Coordinator for completeness. If necessary, the Scholarship Program Coordinator will call the applicant for clarification, and check with Program Supervisor, if necessary.
- The Scholarship Program Coordinator will approve or deny the request, and complete the office section of the scholarship application. Applicant will be notified of final status of their request for a scholarship.
- In the event that the program selected by the scholarship applicant is full, the applicant can be placed on the waitlist. As with all waitlisted individuals, no payment is required until a spot becomes available.
- The Registrar or Scholarship Program Coordinator will notify the applicant of the scholarship amount to be awarded. Applicant must pay the remaining balance required to finalize the registration. Applicant may pay over the phone, fax, mail in check, or walk-in. Once the applicant is registered for the program, the scholarship process is complete. The scholarship recipient will be provided with a receipt.
- The Scholarship application, along with the receipt of payment is recorded and filed by the Scholarship Program Coordinator. ***All pending applications will be kept in the Scholarship file/inbox in the Scholarship Program Coordinator’s cubicle with any notes attached.**

Internal processing note, there are specific instructions for refunding scholarships and partial customer payments in the event an activity is cancelled. Check with the registrar to ensure this is done correctly.

Donations:

- The Scholarship Program is dependent upon donations from groups and individuals and a limited amount of funding is available. If you receive inquiries to make a donation to the Scholarship Fund direct them to www.loparks.org and then click on the Donations tab on the top menu bar. This donation will help support and give back to the LO Community.

Responsibility/Contacts: Administrative Assistant, Registrar