

# Confidential Application for Reduced Fee

This Reduced Fee Application is for Vashon Park District (VPD) programs only. Submit this application with a VPD Program Registration Form. NOTE: Registrants are not placed on roster until all paperwork and payment for a completed registration packet is received.

Vashon Park District strives to assure that all Island residents who want to participate in recreational programs are able to do so. To assure there are sufficient funds to provide for all, please carefully consider your actual need as you submit your request.

## **HOW TO QUALIFY FOR A REDUCED FEE**

### **Step 1. Program Registration Form**

Program Registration Forms are available in the Ober Park Office from 8am to 4pm, Monday to Friday. They are also available online at [www.vashonparkdistrict.org](http://www.vashonparkdistrict.org) for printing.

### **Step 2. Reduced Fee Application**

Please fill out the application on the back of this form.

### **Step 3. Proof of Income Documentation**

Washington State requires documentation that you qualify for a Reduced Fee. Please provide proof of **gross income** for your **entire household**. Supporting documentation of proof of income should be a current pay stub or other evidence of current financial situation. The most current tax return is acceptable if no other more current documentation is available. You must verify **all** income for your household from all sources and wage earners.

If a Reduced Fee Application is approved, the proof of income documentation is on file. It will be considered as proof of eligibility for six (6) months from date of approval and will apply for any additional registrations during the six-month period. If your financial situation changes during the six (6) month time period, you are required to report those changes.

### **Step 4. Delivery of Completed Reduced Fee Application**

You can drop off the reduced fee application, registration form, and supporting documents to the Ober Park office. VPD also has a secure dropbox mail slot located next to our north entrance (facing the parking lot) for delivery outside regular business hours.

### **Step 5. Confirmation and Payment**

A VPD staff member will confirm if the reduced fee is awarded either in person or via phone. Please note that the participant is not added to the roster until paperwork and payment is received.

If you have any questions or concerns regarding the Reduced Fee Application process, please do not hesitate to call us at (206) 463-9602.

# CONFIDENTIAL APPLICATION FOR REDUCED FEE

Name of Class: \_\_\_\_\_

Participant's Name: \_\_\_\_\_

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

*(Only if applicant is under 18)*

I am submitting proof that my entire household income from all sources fits into the category I have marked below. *Documentation of household income will be required with each Reduced Fee application.*

**Please circle 'Household Size' (number of people in family.)**  
**Income level will be determined by VPD staff from proof of income.**

Household Size	1	2	3	4	5	6	7	8
Income Levels								
Pay 75%	\$31752 - \$39034	\$36413 - \$44860	\$40782 - \$50104	\$45444 - \$55930	\$48648 - \$60009	\$51270 - \$64669	\$55931 - \$68748	\$58717 - \$73409
Pay 50%	\$19518 - \$31751	\$22431 - \$36412	\$25053 - \$40781	\$27966 - \$45443	\$30005 - \$48647	\$31171 - \$51269	\$34666 - \$55930	\$36705 - \$58716
Pay 25%	\$0 - \$19517	\$0 - \$22430	\$0 - \$25052	\$0 - \$27965	\$0 - \$30004	\$0 - \$31170	\$0 - \$34665	\$0 - \$36704

I certify that the above information reflects my total household income from all sources. I understand that reduced fee information is confidential, and that final decisions about eligibility for a reduced fee are at the discretion of the VPD Program Coordinator and subject to available funds.

Though I qualify for \_\_\_\_\_ % fee, I'd like to pay more. I am making payment in this amount \$ \_\_\_\_\_.

VPD wants everyone to play. For those who cannot pay, please note there are payment plans and no-fee options available. Please see the Office Assistant for assistance.

\_\_\_\_\_  
*(Signature of parent or student over 18)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(VPD Approval Signature)*

\_\_\_\_\_  
*(Date)*

<b>*VPD Office Use Only:</b>	
Reduced Fee Approved On: _____ for \$ _____.	Proof of Income Expires On: _____
Full cost of class: _____	
Participant Portion:	
Cost at 25% of fee: _____	Cost at 50%: _____ Cost at 75%: _____
Date Paid: _____	Payment method: _____ Payment plan on file: (circle) YES NO

- Office Use Only:*
- RF/Reg forms approved
  - RF/Reg forms > OA for DB entry
  - OA JE Req at EOM
  - OA files forms in binder

