

Scholarship policy

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Replace the [brackets] with your program's details and amounts. Share it with your board, and post a short version wherever families register.

Our commitment

[Program name] wants every child to be able to take part, whatever their family can afford. Scholarships are paid for by [donors, grants and fundraising], and we set aside [amount or percent] of each session's budget for families who need help.

Who's eligible

- Families who live in or attend school in [service area]
- Children ages [ages]
- Households with income at or below [limit, such as a percent of the federal poverty guidelines or area median income]
- [Families who receive public benefits, such as SNAP, WIC or Medicaid, qualify automatically.]
- Families facing a hardship, such as a job loss, illness or emergency, even if their income is above the limit

Sliding scale example

This example uses a [\$400] program. Income limits depend on household size. Adjust the levels and amounts for your area and budget.

- Level 1, income under [limit] or receives SNAP, WIC or Medicaid: family pays [10]% ([\$40])
- Level 2, income [range]: family pays [25]% ([\$100])
- Level 3, income [range]: family pays [50]% ([\$200])
- Level 4, income [range]: family pays [75]% ([\$300])
- Above [limit]: full price, with a payment plan if needed

What scholarships cover

Scholarships cover [program fees only, or fees and required supplies]. Each child may receive up to [amount or number of sessions] each [year]. Awards depend on the funds available.

How to apply

- Fill out the scholarship application [online or on paper] by [deadline]. We review late applications if funds are left.
- We ask for [household size and income range, or proof of benefits]. [We don't ask for tax returns or pay stubs.]
- Need help with the form or prefer another language? Contact [name].
- You can apply and register at the same time. We'll hold your child's spot for [number] days while we review your application.

Privacy

- Only [the scholarship committee or director] sees applications.
- Staff who work with children aren't told which families received a scholarship.
- We never share families' names with donors or the public without permission.
- We keep applications [in a locked file or secure system] and destroy them after [time period].

Decisions

- We review applications [weekly or by a set date] and reply within [number] days.
- Decisions are based on need and available funds, using the sliding scale above. [Who gets priority, such as returning families or children in our service area.]
- If you disagree with the decision or your situation changes, contact [name] to ask us to take another look.
- Families pay their share [at registration or on a payment plan].

Approval

Approved by (board or director) _____

Date approved _____

Next review date _____

Free to use and change, but not legal or medical advice. Check your state's licensing rules and your insurer's requirements, and have a lawyer review any consent or waiver language.

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