

SAN RAMON PARKS & COMMUNITY SERVICES DEPARTMENT
SCHOLARSHIP PROGRAM
APPLICATION GUIDELINES & INFORMATION

The City of San Ramon Parks and Community Services Department has developed a scholarship Program for San Ramon residents requesting financial assistance to participate in Community Service programs and classes. San Ramon residents who meet the qualifications and income requirements listed below as well as contribute a minimum of \$15 towards each registration fee are eligible to apply. Please review the eligibility criteria and instructions below for participation. At this time, scholarships are available only to those between the ages of 1 – 18 years of age.

1. Fill out attached application form. ***Incomplete forms will not be processed.***
2. Applicant must be a resident and reside in San Ramon.
3. Copies of the following are required:
 - Proof of residency (REQUIRED) - Copy of utility bill
 - Proof of one of the following programs
 - Medicaid
 - WIC (Women, Infants, and Children)
 - Free/Reduced Price School Meals
4. The participant must pay a minimum of **\$15** towards each registration fee, unless otherwise specified (Fee must accompany application). Fee will not be applied until application has been approved.
5. It is intended that this assistance be temporary. Participants may be required to pay full or partial cost.
6. Assistance is limited to one activity or program per application.
7. Not all programs and activities offer assistance.
8. All requests must have a class registration form including the class name and class number attached. (See Below)
9. A maximum of \$300 funding per individual may be received within a fiscal year. (July – June).
10. Provide 4 weeks processing prior to class/activity start date.
11. Funds are limited, and subject to availability.
12. Fee assistance is awarded on a first come, first serve basis.
13. Fees assistance is to be used for registration only and does not include transportation (unless it is part of the program fee), supplies or equipment, or other costs.
14. Any past due accounts must be brought current before a fee assistance application is considered.
15. Decisions regarding assistance are final.
16. Applicants who falsify information or do not attend class regularly may be ineligible for fee assistance. If extenuating circumstances please call the supervisor at (925) 973-3226.
17. All applications are kept confidential.

Please contact the City's Scholarship Program Supervisor, Stacy Munsell (925) 973-3226, smunsell@sanramon.ca.gov for the most current list of available programs. This list is subject to change and by receiving this list it is not a guarantee of acceptance in the program. Submittal of an application is not a confirmation into the class or a confirmation of fee assistance. A Community Services Representative will notify you within 2 weeks whether your application is approved or denied.