

Oakville  
Community  
Sport Club  
LOGO here

## Oakville Community Sport Club Fee Assistance Information & Guidelines

*[This document provides information for the applicant to understand your organization's fee assistance policy and how to fill out the application]*

**The Oakville Community Sport Club recognizes the importance of all residents having the opportunity to access its programs and enjoy the many benefits that participation brings. To help make this possible, the Oakville Community Sport Club will provide financial assistance to qualified applicants for most programs.**

*[This section explains the eligibility of your Fee Assistance policy]*

### Who can apply?

- Any participant *[for Oakville resident only, if applicable]* who feels that his/her financial situation might prohibit his/her participation, or that of a family member, in an Oakville Community Sport Club program may apply.
- Fee assistance is limited to... *[summarize program qualifications and fee assistance parameters]*
- Fee assistance does not apply to... *[List any restrictions, if any, that should be identified here].*

*[This section explains how your organization determines the level of Fee Assistance for an applicant]*

### How do I know if I qualify for Fee Assistance?

- Fee assistance is based on the total income of all members of your family (before deductions) and the number of people in your family. 'Family' refers to all people who live in the same dwelling and are related to each other by blood, marriage, common-law or adoption.
- Fee assistance is determined based on whether other assistance has already been provided for the current registration period. *[if applicable]*
- The Fee Assistance Rate Schedule is used to determine the level of assistance from the OSC and help applicants identify the level of assistance that corresponds to their total family income.

*[This section explains your organization's procedure for applying for Fee Assistance]*

### How do I apply?

1. Complete the following forms: a) Club's player registration form *[if applicable]*  
b) Fee Assistance application form
2. Attach verification of income status from ALL of your family's sources of income. Include income tax returns, government assistance, child support, child tax benefit, worker's compensation, disability insurance benefits, etc.
3. The Fee Assistance Rate Schedule shown below will help you identify the level of financial assistance from the Oakville Community Sport Club that corresponds to your family's total income.

### Where do I submit my application?

- Put completed forms and documents in envelope and mail or drop off application to:  
**Oakville Community Sport Club**  
**Street Address**  
**Oakville, ON**  
**Postal Code**  
\*In lower lefthand corner, indicate "**Fee Assistance Application – Confidential**"
- Be sure to include all required documents. Failure to submit proper documentation may result in delays in processing your application and/or ineligibility.
- False information will result in disqualification and ineligibility of application.

*[This section explains your organization's procedure for notifying applicants of the status of their Fee Assistance application]*

### When will I know if my application was approved?

- Applicants will be notified in writing and/or *[indicate how and when applicants will be notified]* as to the status of their eligibility.
- If the Fee Assistance determined for your application does not cover 100% of the program fee, the applicant must pay the balance of the program fee by... *[specify your organization's method of payment].*
- Your application information is kept confidential and is reviewed only by designated and authorized

club officials.

## Oakville Community Sport Club Fee Assistance Information & Guidelines (con'd)

*[This chart shows 4 levels of assistance – 100%, 50%, 25%, not eligible – and must be adjusted to reflect your organization's policy, if different]*

FEE ASSISTANCE RATE SCHEDULE									
Family <sup>1</sup> Size	1	2	3	4	5	6	7	Sport club Pays	Applicant Pays <sup>2</sup>
Gross Annual Household Income <sup>3</sup>	0 to \$14,500	0 to \$18,100	0 to \$22,000	0 to \$27,200	0 to \$30,500	0 to \$33,700	0 to \$36,900	100%	0%
	\$14,501 to \$16,000	\$18,101 to \$21,300	\$22,001 to \$26,000	\$27,201 to \$32,000	\$30,501 to \$35,400	\$33,701 to \$39,300	\$36,901 to \$43,900	50%	50%
	\$16,001 to \$17,000	\$21,301 to \$25,000	\$26,001 to \$30,300	\$32,001 to \$37,500	\$35,401 to \$42,000	\$39,301 to \$46,600	\$43,901 to \$51,100	25%	75%
	\$17,001 +	\$25,001 +	\$30,301 +	\$37,501 +	\$42,001 +	\$46,601 +	\$51,101 +	not eligible	100%

<sup>1</sup> 'Family' refers to all people who live in the same dwelling and are related to each other by blood, marriage, common-law or adoption.

<sup>2</sup> If the Fee Assistance determined for your application does not cover 100% of the program fee, the applicant must pay the balance of the program fee by... *[specify your organization's method of payment]*.

<sup>3</sup> 'Gross Annual Household Income' refers to the total 'pre-tax' income that the entire family, as specified above, receives in one calendar year. This includes all sources of income as outlined in "How do I apply?"

**Approval for all Fee Assistance applications is at the discretion of the Oakville Community Sport Club** *[This statement covers those applications that may have other extenuating circumstances, such as loss of income that occurred after the most recent income tax form, recent changes in family situations, etc]*

### Who can I call with my questions?

If you require more information about the Oakville Community Sport Club's Fee Assistance Policy or need assistance with the application process, please call **905-xxx-xxxx**.

Office hours are.....