

FEE WAIVER APPLICATION



Benefits:

1. \$234 worth of credit per approved child per annual funding cycle to help pay for registration fees for activities, camps and classes at the Sunnyvale resident rate.
2. Option to pay subsidized rates for most activities, camps and classes at Columbia Neighborhood Center (CNC).
3. Early registration dates for most activities, camps and classes at CNC.

Eligibility Guidelines:

1. Must be a Sunnyvale Resident (verified by residency documents) age 17 and younger **and**:
2. Qualify for the Free or Reduced Lunch Program through the school, **or** qualify through household income eligibility.

Fee Waiver Program Timelines:

- The Fee Waiver Program funding cycle runs from Oct. 1 to Sept. 30 each year.
- Applications are accepted on an annual basis beginning **Oct. 1 and ending Sept. 10**. After Sept. 10, no applications will be accepted until Oct. 1 for the next funding cycle.
- If the entire Fee Waiver amount is not used by Sept. 30, the funds cannot be carried over into the next funding cycle, nor can the funds be used for another individual. All funds not used by Sept. 30 will be forfeited.

Contact:

Sunnyvale Community Center: 408-730-7350, 550 E. Remington Drive, Sunnyvale, CA 94087
Columbia Neighborhood Center (CNC): 408-730-7800, 785 Morse Ave., Sunnyvale, CA 94085

Two Ways to Apply:

Option 1: If your child is currently participating in their school's **Free or Reduced Lunch Program**, you must submit copies of the following:

1. **Fee Waiver Application** (Attachment A).
2. **Letter** from your child's school district stating your family (your child) has been approved for the Free or Reduced Lunch Program for the current school year.
3. **Birth certificates** for each child listed on the application who is **not** listed on the school lunch letter.
4. **Picture ID** for **each** parent/guardian listed on the application form.
5. **Current bill** (e.g. utility or PG&E) dated within the last three months to show Sunnyvale residency.

Option 2: If your child is not currently participating in the school's Free or Reduced Lunch Program, you must submit copies of the following to prove **household income eligibility**:

1. **Fee Waiver Application** (Attachment A).
2. **Household Budget Worksheet** (Attachment B).
3. **Picture ID** for **each** parent/guardian listed on the application form.
4. **One current bill** (e.g. utility or PG&E) dated within the last three months.

5. **Birth certificates** for each child listed on the application or court-issued letter or document stating legal guardianship.
6. Most current **income tax return with W2s and recent paycheck stub**.
7. **Rental or lease agreement/mortgage documents** clearly listing resident's address.
8. **Bank statements** (checking/savings) for the past three months.
9. **Documents verifying participation** in any of these government funded programs: food stamps, CalWorks, Kin-Gap, Social Security, foster care, disability or FDPIR benefit (if applicable).

Failing to provide the necessary documents to determine your eligibility will lengthen the review process or may disqualify you from the program.

Review and Approval Process:

1. Applications are accepted annually between Oct. 1 and Sept. 10 at Sunnyvale Community Center or Columbia Neighborhood Center.
2. A committee will review the application and respond to the applicant by mail and email within two to four weeks.
3. If approved, the fee waiver funds will be available for use immediately after approval for the current funding cycle (Oct. 1 to Sept. 30).
4. If your application is not approved, there is a six-month waiting period before you may reapply.

Attachment A

FEE WAIVER APPLICATION



Primary Account Holder:

First name: _____ Last name: _____

Address: _____ Zip code: _____

Home phone: _____ Work phone: _____ Ext: _____

Email address: _____

Secondary Account Holder:

First name: _____ Last name: _____

Legal Dependents Under 18 Years of Age

First name: _____ Last name: _____

Gender: Male Female Birthday: ____/____/____ School: _____

First name: _____ Last name: _____

Gender: Male Female Birthday: ____/____/____ School: _____

First name: _____ Last name: _____

Gender: Male Female Birthday: ____/____/____ School: _____

First name: _____ Last name: _____

Gender: Male Female Birthday: ____/____/____ School: _____

First name: _____ Last name: _____

Gender: Male Female Birthday: ____/____/____ School: _____

Office use only.

Date received: ____/____/____ Staff initials _____

Option 1

- Signed application
- Current lunch letter from District
- Birth certificate(s) (if necessary)
- Photo IDs for each parent/guardian
- Current bill

Option 2

- Signed application
- Household Budget Worksheet
- Photo IDs for each parent/guardian
- Current bill
- Birth certificate(s)
- Income tax returns, W2s, recent pay stub
- Rental/lease agreement
- Bank statements for past three months
- Documents for govt.-funded program

Verified: **Yes** **No** Date: ____/____/____ Staff initials _____

I have read and understand the following:

- Misuse of the fee waiver program may be grounds for rescinding my participation in the program.
- Fee Waiver funds can only be used for recreation classes or activities (including camps, after school recreation, drop-in youth programs and Hands on the Arts) offered through the Community Services Division of the Department of Library and Community Services.
- If I am registering for an off-site program (e.g. Aquatics, Golf or Tennis) or drop-in program (e.g. Doghouse or Lion's Den), I can obtain a voucher from the registration desk at the Sunnyvale Community Center. Lost vouchers will not be replaced.
- Fee Waivers cannot be used for administrative costs, facility reservations, theater tickets for the Sunnyvale Theater, youth leagues (Little League, Pop Warner, AYSO, etc.), adult or senior programs, tennis equipment, clay purchases, supplies, equipment or other fees charged by other agencies.
- All registrations for classes are on a first-come, first-served basis.
- Fee Waiver resources are limited and subject to the availability of funds.
- Eligibility for Fee Waivers is determined on an annual basis beginning Oct. 1 and ending Sept. 10. If I do not use my entire Fee Waiver amount, I cannot carry my balance over to the next funding cycle.
- All household changes require verification. If there are changes to my household information (e.g. change of address, change of income, change of household members, etc.) I must notify the City immediately by calling 408-730-7800 to verify these changes and update my information.
- If my mail is directed to a PO Box, I must provide proof that I am still residing within the city of Sunnyvale. It is best to provide the staff with a bill dated within the last three months clearly stating my home address (not the PO Box). **My registration will not be processed without a bill verifying my current resident status. No exceptions.**
- I certify that all information I provided on this application is true and correct.

Check the appropriate box and sign:

Parent Legal Guardian

Signature: _____ Date: _____

Print Name: _____



Attachment B

Household Budget Worksheet

COMPLETE THIS FORM ONLY IF YOUR CHILD IS NOT PARTICIPATING IN THE SCHOOL'S FREE OR REDUCED LUNCH PROGRAM.

Name of adult household member signing this application:
Name of spouse/partner:

Monthly household take-home income

Gross wages	\$ _____
Social security	\$ _____
Military pay	\$ _____
Pension/retirement	\$ _____
Interest income	\$ _____
Alimony/child support	\$ _____
Sublet roommate income	\$ _____
Real estate (rent)	\$ _____
Dividends (investments)	\$ _____
Unemployment/food stamps	\$ _____
Welfare assistance	\$ _____
Tuition assistance	\$ _____
Other income	\$ _____
Source of other income	_____
Total income	\$ _____

Monthly living expenses

Food	\$ _____
Household items	\$ _____
Laundry/dry cleaning	\$ _____
Internet service	\$ _____
Electric	\$ _____
Gas/oil	\$ _____
Water	\$ _____
Cable TV/satellite	\$ _____
Trash service	\$ _____
Auto gas/maintenance	\$ _____
Alimony/child support	\$ _____
School tuition	\$ _____
Other expenses	\$ _____
Total expenses	\$ _____

Monthly secured debts

Rent	\$ _____
First mortgage	\$ _____
Second mortgage	\$ _____
Trailer park space rent	\$ _____
Student loans	\$ _____
Auto loans/leases	\$ _____
Other secured debts	\$ _____
Other secured loans	\$ _____
Total debt 1	\$ _____

Monthly unsecured debts

Credit card #1	\$ _____
Credit card #2	\$ _____
Credit card #3	\$ _____
Credit card #4	\$ _____
Personal loan	\$ _____
Personal loan	\$ _____
Total debt 2	\$ _____

Summary of Budget	
Total income:	\$ _____
Total living expenses	\$ _____
Total debt 1	\$ _____
Total debt 2	\$ _____
Disposable income/deficit	\$ _____

Assets: Savings: _____ **Checking:** _____ **Stock/Bonds:** _____

ADULT HOUSEHOLD INFORMATION (LIST EVERYONE IN HOUSEHOLD WHO EARNS INCOME)

Last name	First name	Gross earnings from work before deductions (please include all jobs)	Pension, retirement, Social Security earnings	Welfare benefits, child support and alimony payments	Any other monthly income

I certify that all of the above information is true and correct and that **all** income is reported. I understand that this information is given for the receipt of City funds and that City staff may verify the information on the application and that deliberate misrepresentation of my information may subject me to prosecution under applicable State and Federal laws.

Applicant's signature: _____ Date: _____

Attachment C

How to Register for Activities After Fee Waiver Application is Approved

Complete and submit the Registration Form (see back of Activity Guide) in-person at Columbia Neighborhood Center or the Sunnyvale Community Center and present the following:


1. Photo identification.
2. Proof of address (e.g. recent utility bill dated within the last three months).

NOTE: Your registration will not be processed without the requested documents listed above. Your registration cannot be completed online, mailed or faxed in. In-person registrations only. Obtaining a fee waiver does not guarantee a space in a class or program.

Registration Form Example:

REGISTRATION FORM

Please **PRINT** your information. For Senior Center trips, use the registration page in the Steppin' Out Newsletter.



Returning Customer
 Phone Number or Household ID Number: _____ Last Name: _____

New Customer or Information Update

Street Address: _____ City: _____ State: _____ Zip: _____

Home Phone () _____ Work Phone () _____ Cell Phone () _____

Email Address: _____ Please send me email updates about recreation classes and programs.

Emergency Contact Name: _____ Emergency Contact Phone () _____

WAIVER OF LIABILITY AND PHOTO RELEASE: In consideration of participation in a class or activity offered by the City of Sunnyvale Department of Library and Community Services - Community Services Division, I, the undersigned for myself and/or as the parent/guardian of the Minor named above, agree to indemnify and hold the City of Sunnyvale harmless and hereby waive, release and discharge any and all claims for damage, for death, personal injury, bodily injury or property damage which I and/or the Minor may have or which hereinafter may accrue to me and/or the Minor against the City of Sunnyvale, its City Council, employees, agents, volunteers, independent contractors, and instructors from and against any liability arising out of or connected in any way with my and/or the Minor's participation in this class or activity, even though that liability may arise out of negligence or carelessness on the part of the person or entities mentioned above.

I understand that accidents and injuries can arise from participation in this class or activity; knowing the risks, nevertheless, I hereby agree to assume those risks on behalf of me and/or the above named Minor and to release and to hold harmless all of the persons or entities mentioned above whom (through negligence or carelessness) might otherwise be liable to me and/or the above named Minor (or my/our heirs or assignees) for damages. It is further understood and agreed that this waiver, release and assumption of risks has been freely entered into and is to be binding on my/our heirs and assigns.

I have read and agree to the registration and program policies. Further, I agree to allow use of my image and/or that of the named Minor, which may be captured through video, photo, digital camera or other media, for City of Sunnyvale promotional materials and publications. By my signature below, I acknowledge that I have read this document and understand its contents.

EACH ADULT PARTICIPANT (AGES 18+) OR A PARENT/LEGAL GUARDIAN FOR PARTICIPANTS UNDER 18 MUST SIGN BELOW.
 Check the appropriate box(es) and sign: Participant (Ages 18+) Parent Legal Guardian

I acknowledge that I have reviewed the concussion management information available on page 60 of this guide and/or at Sunnyvale.ca.gov.

Signatures: _____ Date: _____
 Names: _____

SPECIAL NEEDS: If you or your child has special needs related to this class or activity, please indicate:

First Name	Last Name	Birth Date (under 18)	Gender	Class Name	T-Shirt Size*	Class Number	Class Fee
							\$
							\$
							\$
							\$
							\$
Current Senior Center members can deduct \$5 per Senior Center Class →							\$
TOTAL FEES →							\$

* T-Shirt Size for select classes only. See class description. Sizes available are YXS, YS, YM, YL (Youth) or AS, AM, AL, AXL (Adult)

My check, made payable to City of Sunnyvale, is attached. (Note: \$30 charge on all returned checks.)

Charge My: Discover MasterCard Visa Card Number: _____ Exp. Date: _____
 3-Digit Security Code (on back of card): _____ Name of Card Holder: _____ Signature: _____

REFUND/TRANSFER/CANCELLATION POLICY: For classes, no refunds or transfers will be granted after the second class meeting. For camps (including Summer Express), refund requests must be received at least four weeks prior to the first day of camp. Transfer requests for camps must be received at least four weeks prior to the first day of camp. A \$10 processing fee per transaction applies for all refunds. A \$5 processing fee applies for all transfers. Refunds and transfers will not be issued for one and two-day classes, activities or camps. If the City cancels a class, activity or camp, you will be given the option to transfer or receive a full refund.