

**SOUTH BRUNSWICK TOWNSHIP PARKS AND RECREATION DEPT.
APPLICATION FOR TUITION ASSISTANCE FOR PARKS AND RECREATION DEPT. PROGRAMS AND CAMPS**

RETURN completed application and required documentation to PARKS AND RECREATION DEPT., PO Box 190, Mon. Jct., NJ 08852
Email: recreation@sbtnj.net ; Fax 732 821 2811; Phone: 732 329 4000, x 7671 with questions.

All information contained on this application shall be held strictly confidential. It shall be used only by Parks and Recreation Director to determine eligibility and registration fees. Application and documentation is due upon registration; fees are due within 2 weeks of approval of assistance. All applicants must be permanent residents of South Brunswick Township.

1. Person completing Form: First name _____ Last name _____
2. Address _____ Town _____ zip _____
3. Relationship to registrant: Parent Legal Guardian Grandparent Self Other _____
4. Preferred Phone: Cell Home _____ Email address: _____
5. Do registrants live at the above address? Yes No if no list address: _____
6. **You must submit: a copy of previous year's IRS 1040 or 1040A form, or W2 and a copy of 1 month's of most recent pay stubs.**
7. I certify that the information provided is a true statement of my household's financial condition.
Applicant's Signature _____ Date of application _____

8. PROGRAM REGISTRANT FIRST NAME, LAST NAME	AGE / GRADE	PROGRAM APPLYING FOR	PROGRAM FEE:
A			
B			
C			

9. **A. Amount you feel you can afford to pay:** \$ _____ 9 B. **TOTAL COST:** _____

10. Contact info:	<input type="checkbox"/> Father/ <input type="checkbox"/> Legal Guardian, <input type="checkbox"/> Self if over 18:	<input type="checkbox"/> Mother/ <input type="checkbox"/> legal guardian:
Name		
Address		
Preferred phone #		
Email address		
Employer		
Employer address		

**Gross earnings are before any deductions are taken.*

11. INCOME INFORMATION	<-----MONTHLY INCOME FROM ALL SOURCES- ALL ADULT FAMILY MEMBERS----->					
List name of every adult over age 21 living in household	*Gross earnings Job #1	*Gross earnings Job #2	Welfare, child support, alimony, unemployment, workers comp	Pension, Soc. Security, retirement	Any Other income	Total amt:
A						
B						
C						

11D. TOTAL HOUSEHOLD MONTHLY INCOME FROM ALL SOURCES:

12. TOTAL # IN HOUSEHOLD _____ NUMBER OF ADULTS 18+: _____ NUMBER OF CHILDREN UNDER 18 _____

13. County I.D. or G.A. Number if applicable:

14. PAID: Check: Once a Month 2 times/ month Every other week Weekly Other

15. List any unusual circumstances / information / unusual monthly expenses, comments regarding your application:

Office Use only

Staff verification, Name and title _____ Comments _____

DENIED APPROVED: Amount \$ _____ Amount due from participant \$ _____ Date due _____

Community Pass Account # _____ Applied to acct. Date _____ by:

SOUTH BRUNSWICK PARKS AND RECREATION - TUITION ASSISTANCE INSTRUCTIONS:

- Permanent Residents of South Brunswick only may apply.
 - The application is for programs sponsored by South Brunswick Department of Recreation only.
 - Other organizations have their own financial aid forms and policies. Please see their website or contact the office of those organizations that maintain one.
 - No financial assistance is available for facility rentals, permits or the dog park.
 - Please contact the office at 732 329 4000, ext. 7671 with any questions.
- 1. Complete Tuition Assistance Application. Provide all information and documentation requested.**
 - a. All information is considered confidential and will be reviewed by the Department director, only.
 - b. It is preferred that the application and documentation be received by the office for approval prior to the registration. In this way we can credit your Community Pass account in advance.
 - 2. Attach:**
 - a. Copy of one month's worth of paystubs for income earners in family.
 - b. Copy of **most recent** Federal 1040 (1st two pages).
 - If your tax form shows self-employment income or business income, you must submit your entire Federal 1040, including self-employment or business income schedules. You may be required to also submit your business' balance sheet year to date.
 - 3. Forward application and documentation to the Recreation Dept.:**
 - a. Mail completed application and back up documentation to
 - Parks and Recreation, PO Box 190, Monmouth Junction, NJ 08852 Attn: Director.
 - b. Forms can be dropped off at our office:
 - Community Center, Woodlot Park, 124 New Rd., Monmouth Junction Weekdays, 8:30 AM – 4:00 PM.
 - c. Forms can be scanned & emailed to recreation@sbtnj.net
 - d. Forms can be faxed to 732-821-2811
 - 4. Deadline for submitting tuition assistance application and documentation (in order to hold your space in the program.)**
 - a. Those programs not listing a deadline are due within 5 business days of online registration
 - b. **For Camp programs:** (or programs where there are multiple sessions per season):
 - One session per child will be considered for financial assistance, per season only.
 - Application for assistance is the Tuesday after Memorial Day Weekend in May. Requests received after that date may be denied.
 - 5. Tuition** assistance applications will not be processed or approved:
 - a. Until the documentation is received or if income cannot be verified.
 - b. If deadlines are not followed by the applicant.
 - c. If there are outstanding recreation fees due from your Community Pass acct.
 - d. If you do not reply to correspondence or emails immediately; your tuition assistance will not be approved until we hear from you and you risk losing your space in the program
 - 6. Applicants MAY BE REQUIRED TO PAY a PARTIAL FEE if application is approved,;**
 - a. This is due within 2 weeks of approval (unless you make other arrangements) or by the payment deadline indicated, whichever comes first; a space in the program will be held for you until this date.
 - b. No one may participate in a program without paying their portion of the fee.
 - c. If payment is a problem, or meeting any deadline date, it is up to you to contact the office.
 - 7. Program Registration:**
 - a. Register for the program online on Community Pass before the registration deadline.
 - b. If you do not have access to a computer, or need assistance registering, register in person at the Recreation office in the Community Center during business hours, weekdays or call the office.
 - c. When registering, for payment, click 'no payment'. This will be updated after application review.
 - A due date / deadline for payment of your portion of the fee if any, will be given to you.
 - We reserve the right to withdraw your registration if there is a waiting list for the program and you do not meet your financial obligation.
 - 8. Participants approved for financial assistance who later are unable to participate in the activity (or do not show up to participate):** Call or email the office to be withdrawn from the program or future financial assistance may be denied.