

RGGA	Instituted: 1-11-16
	Revised:
Policies & Procedures	Approved: 1-11-16

RGGA Financial Assistance and Scholarships Policy

Riverside Gymnastics Academy's mission is building character through the sport of gymnastics. RGA is a non-profit 501(c)3 organization, offers a variety of scholarship opportunities to our members and children with special needs, including tuition assistance, character and athletic performance recognition.

At RGA, we recognize the unique fitness characteristics and benefits that the sport of gymnastics provides to children of all ages and abilities. In addition, we recognize the unique opportunity we have to serve our children is built upon the efforts of generations before us and continued support from the community. This is our opportunity to return some of that success.

We recognize three needs:

Community Support

- Objective: To support RGA's 501(c)3 community commitment, specifically, by providing support to children with special needs

Member Support

- Objective: Attainment of RGA and team goals is best achieved by stability in our classes and teams. These scholarships are to bridge temporary disruptions in a member's financial situation due to job loss, medical emergencies, etc.

Outstanding Performance Support

- Objective: To support RGA's tradition of artistic gymnastics excellence and character at the highest levels.

We address these needs as follows:

	Criteria	Award Timing	Programs
Community Support	Federal poverty criteria + development plan	As needed	• Special Needs
Member Support	Temporary income needs	As needed	• Grants
Outstanding Performance	Level 6-10, Athletic performance, character, program needs	Annual in September	• Elite Support

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Special Needs Assistance Policy

It is the intent of Riverside Gymnastics Academy to offer financial assistance to students facing special challenges. The amount of assistance is determined by RGA Board of Directors, and may vary from year to year, depending upon the financial status and cash balance of the RGA Tuition Assistance fund. Further information is available at the front desk.

Instructions for Tuition Assistance:

1. Fill out the application form completely
2. Provide letter from parent or guardian requesting tuition assistance and explaining circumstances
3. Provide most recent tax return and evidence of financial need which may include:
 - Paycheck stubs
 - Social security disability statements
 - Proof of acceptance into the Federal Free and Reduced Lunch Program or WIC
 - Food Stamp Award
 - Aid for Dependent Children Award
 - Notice of eligibility from Adult and Family Services, or Social Security qualification
4. Provide information documenting the special challenges the child faces, therapies which work and how gymnastics can support the child's development. Examples may include:
 - Individual Family Support Plan (IFSP)
 - Individual Education Plan (IEP)
 - Behavior Support Plans
 - Life Plans
5. Gather any additional documentation that may be relevant
6. Submit all of the information above in a secured envelope to the Office Manager

If any additional information is requested, you must provide it within 15 days. All information and documents will be kept in a secured location and will be kept confidential.



APPLICATION FORM – Special Needs Assistance Program

Date: _____

Student's Name__

Name of Parent / Guardian Applying:

Phone Number: _____

Email: _____

Address: _____

Date Started at RGA: _____

Class / Team Child Enrolled: _____

Child's Coach _____

Monthly Tuition Amount: _____

Reason for request, benefits to child: _____

***I certify that all information submitted on this application, as well as any additional forms or paperwork is true and complete; and I also understand that if any false information, omissions, or misrepresentations are discovered my application may be rejected.**

Signature of applicant

Qualifying Factors for Tuition Assistance:

Please visit: [www. http://www.fns.usda.gov/wic/howtoapply/incomeguidelines.htm](http://www.fns.usda.gov/wic/howtoapply/incomeguidelines.htm)



Special Needs Assistance

Length of Time for Tuition Assistance:

Tuition assistance is awarded for a maximum duration of 12 months. All scholarships will be accepted and reviewed by the office manager in August. Families will then be asked to re-apply or to submit updated information in order to receive additional assistance.

While the program is reviewed annually, we do recognize that opportunities may present themselves anytime during the year.

Tuition Assistance Administration:

The Board of Directors will appoint 5 members to the RGA Scholarship Committee. The members shall consist of one board member and four community members. The RGA Scholarship Committee will evaluate all applications and the Office manager will implement the Special Needs Tuition Assistance Program.

Amount of Assistance to be Awarded:

For applicants that meet both of the financial and procedural requirements, the level of assistance awarded will be based on a sliding point scale.

Families receiving assistance are expected to pay the annual registration fee and be members in good standing. Families must also adhere to due dates for tuition and other fees. Failure to do will result in the assistance being revoked and an inability to re-apply. If you wish to add additional classes or siblings to your tuition assistance grant you must re-apply.

Applicants must conduct themselves as responsible members of the RGA community, in accordance with the expectations established in the RGA Mission Statement. Should the coach and/or instructor determine otherwise, the RGA Directors will make a determination if assistance should be terminated or not.

Notification:

The Office Manager and the RGA Scholarship Committee will evaluate the application and respond to the applying family within 30 days from date of receipt of the completed application package. Families will then be notified of a response date. Families are responsible for informing the Office Manager of any changes in income, or circumstance, within 30 days of the occurrence of the change.

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Member Assistance Grant Policy

Achievement of RGA and team goals is best achieved by stability in our classes and teams. These scholarships are to bridge temporary disruptions in a member's financial situation due to job loss, medical emergencies, etc.

The amount of assistance is determined by RGA Scholarship Committee, and may vary from year to year, depending upon the financial status and cash balance of the RGA Tuition Assistance fund. Further information is available at the front desk.

Instructions for Tuition Assistance

1. Fill out the application form completely
2. Provide a letter from parent or guardian requesting tuition assistance and explaining circumstances
3. Provide most recent tax return and evidence of financial need which may include:
 - Layoff notice
 - Paycheck stubs
 - Medical records
 - Family Budget
4. Gather any additional documentation that may be relevant
5. Submit all of the information above in a secured envelope to the Office Manager

If additional information is requested, you must provide it within 15 days. All information and documents will be kept in a secured location and will remain confidential.



APPLICATION FORM – Member Assistance Grant

Date: _____

Student's Name__

Name of Parent / Guardian Applying:

Phone Number: _____

Email: _____

Address: _____

Date Started at RGA: _____

Class / Team Child Enrolled: _____

Child's Coach _____

Monthly Tuition Amount: _____

Reason for request, benefits to child: _____

***I certify that all information submitted on this application, as well as any additional forms or paperwork is true and complete; and I also understand that if any false information, omissions, or misrepresentations are discovered my application may be rejected.**

Signature of applicant

Member Assistance Options

Tuition assistance may be awarded as follows:

- Tuition assistance may be awarded for a maximum duration of 12 months. Awards may be shorter in duration (such as three months) to help overcome seasonal difficulties of small businesses or to assist with illness or temporary job losses.
- Tuition assistance may be awarded in the form of a reduction in monthly tuition for a specified period of time, to help families with multiple children enrolled with RGA, or to help overcome temporary income difficulties.

All scholarships will be reviewed by the Office Manager and RGA Scholarship Committee as needed. Families may then be asked to re-apply or to submit updated information in order to qualify for additional assistance.

While the program is reviewed annually, we recognize that opportunities will present themselves anytime during the year.

Tuition Assistance Administration

The Board of Directors will appoint 5 members to the RGA Scholarship Committee. The members shall consist of one board member and four community members. The Office Manager in conjunction with the RGA Scholarship Committee shall implement the RGA Member Grant Program.

Amount of Assistance to be Awarded:

For applicants that meet both of the financial and procedural requirements, the level of assistance awarded will be based on a sliding point scale.

All applicants must be RGA members for a period of 90 days prior to applying. Families receiving grants are expected to pay the annual registration fee and to meet their obligations for volunteering and fundraising, when required. Families must also adhere to due dates for tuition and other fees. Failure to do so will result in the assistance being revoked and an inability to re-apply. If you wish to add additional classes or siblings to your tuition assistance grant you must go re-apply.

Applicants must conduct themselves as responsible members of the RGA community, in accordance with the expectations established in the RGA Mission Statement. Should the coach and/or instructor determine otherwise, the RGA Directors will make a determination if assistance should be terminated or not.

Notification:

The Office Manager and the RGA Scholarship Committee will evaluate the application and respond to the applying family within 30 days from date of receipt of the completed application package. Families will be notified of a response date. Families are responsible for informing the Office Manager of any changes in income or circumstance within 30 days of the occurrence of the change.

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Competitive Scholarship Policy

It is the intent of Riverside Gymnastics Academy to offer a Competitive Scholarship to RGA athletes who are competing for, and have a desire to continue to compete for, the Riverside Gymnastics Academy.

The scholarship award may include:

- An amount credited to your account monthly throughout the year
- An allotment to the athlete for equipment and uniform needs (grips, hoops, skirt, leotard, etc.)
- Regional/national meet fees

The amount of the award will be determined and approved by the RGA Scholarship Committee based on the documents submitted in the application and an athlete interview.

Eligibility:

- Athlete must be an RGA team member for a period of at least one year prior to applying for a Competitive Scholarship.
- Athlete must compete at a high level in their discipline.
 - Boys' Program: Level 5/6
 - Girls' Program: Level 6-10
- Athlete must demonstrate good character and strong work ethic.
- Athlete must demonstrate consistency in attending scheduled workouts.
- Coaches' recommendation is required.
- Athlete must have a cumulative 3.50, non-weighted, grade point average, or equivalent.

Requirements:

1. Turn in a completed application form. If any question is not applicable to you, please write "N/A" in that space.
2. Provide letters of recommendation from:
 - Your coach
 - A teacher or mentor
 - A community leader
3. All letters of recommendation should include your relationship with the person writing the letter, and should address your work ethic, leadership, personality and character. In addition, the letters should specifically speak to why you are a deserving candidate for this scholarship.
4. Write an essay about yourself, your goals, the role of gymnastics has played in your life and why you are a candidate that should be awarded this scholarship.
5. Submit **all** requested information in an envelope to the RGA Office Manager.
6. Scholarship packet should be collated and stapled in the following order:
 - Scholarship application form(s) completed and signed.
 - Your three letters of recommendation
 - Your essay
 - School transcript or report card

Important dates:

- June 15 – Application packets available at the front desk
- July 15 – Applications, letters of recommendation, and essay are due
- July 20 through 25 - Interviews with athletes will be conducted
- August 15 – Recipient of a scholarship will be notified
- September 1 through August 31 (length of award period)

Review Process:

- Completed application packet is returned to the Office Manager.
- RGA Scholarship Committee Board Member will evaluate all scholarship packets and select eligible candidates.
- Candidate's applications will be forwarded to the scholarship committee for review.
- Applicants will be interviewed by the scholarship committee.
- Committee will make determination of awards.
- Applicants will be notified of decisions by letter no later than August 15th.
- If an athlete leaves RGA while on scholarship, any unused funds will be returned to the competitive scholarship fund.



APPLICATION FORM – Competitive Scholarship

Date: _____

Athletes Name _____ DOB _____

Name of Parent / Guardian Applying:

Relationship to child:

Phone: Home _____ Work _____ Cell _____

Email: _____

Address: _____

Date Started at RGA: _____ Competition Level _____

USAG# _____

Discipline: Boys _____ Girls _____

Athlete's Coach _____

School: _____

GPA (non-weighted): _____