

IGA

Policies & Procedures

Instated:9/20/2017

Revised:

Approved:

IGA Financial Assistance and Scholarships Policy

Infinity Gymnastics Academy's mission is building character through the sport of gymnastics. IGA is a non-profit 501(c)3 organization, offers scholarship opportunities to our members for tuition assistance. At IGA, 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.

Member Support

• Objective: Attainment of IGA recreational class 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.

We address these needs as follows:

- **Member Support**

Criteria:

- Temporary income needs

Award Timing:

- As needed

Programs:

- Grants

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Policies and Procedures

Member Assistance Grant Policy

Achievement of IGA and team goals is best achieved by stability in our classes. 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 IGA Scholarship Committee, and may vary from year to year, depending upon the financial status and cash balance of the IGA 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.

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APPLICATION FORM – Member Assistance Grant

Date: _____

Student's Name _____

Name of Parent / Guardian Applying: _____

Phone Number: _____

Email: _____

Address: _____

Date Started at IGA: _____

Class(es) Child Enrolled: _____

Child's 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 IGA 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 IGA Scholarship Committee. The members shall consist of one board member and four community members. The Office Manager in conjunction with the IGA Scholarship Committee shall implement the IGA 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 IGA 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 IGA community, in accordance with the expectations established in the IGA Mission Statement. Should the coach and/or instructor determine otherwise, the IGA Directors will make a determination if assistance should be terminated or not.

Notification:

The Office Manager and the IGA 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.