



SCHOLARSHIP APPLICATION PROCEDURE

INSTRUCTIONS:

1. Please fill out the Scholarship Application form completely, with a pen, please print.
2. With the completed application, please include:
 - Proof of Irvine residency (most recent original gas or electric bill, less than 30 days old). No water bills, cable bills, phone bills or school lunch letters will be accepted. No photo copies or computer print outs of gas or electric bill will be accepted.
 - A copy of your entire federal tax return for the most recent tax year. Only those individuals included on the tax return are eligible to apply for scholarship funds (a tax transcript is not applicable).
 - Copies of the two most recent employment check stubs, less than 30 days old and for each working adult listed on the tax return if paid every two weeks; copies of the two most recent employment stubs, less than 60 days old for each working adult listed on the tax return if paid once a month.
 - A copy of the W-2 form for each working adult listed on the tax return. If self-employed, please provide 1099 or Schedule C.
 - A copy of proof of any other income/support received. Please provide most recent award letter indicating monthly disbursement for child support, alimony, cash assistance, Social Security, disability, food assistance, child care assistance, etc. Medi-Cal is not applicable.
 - If you are unemployed, please provide the most recent unemployment benefit letter indicating your weekly unemployment benefits.

NOTE: Further information may be required to complete your application. Without the above information your application may be denied.
3. Please allow a minimum of two weeks for your application to be processed. A letter will be mailed to the address listed on the application. The letter will inform you of your scholarship application status.
4. If approved, only those individuals listed on the tax return are eligible for a scholarship. Scholarships are granted with the following term per scholarship year, per person.
 - A maximum of \$200, per person 18 years and older. A 10% co-payment is required on all Scholarship eligible registrations per course, per adult;
 - A maximum of \$400, per person 17 years and younger. A 10% co-payment is required on all Scholarship-eligible registrations per course, per youth
 - A maximum of \$200, per adult with a disability 18-59
 - A maximum of \$200, per adult 60 and over
 - A maximum of \$400, per eligible adult 18-59, for the Meals-on-Wheels
 - A maximum of \$400, per eligible adult 18+, for TRIPS program.
 - For purposes of the scholarship program, scholarship eligible programs and activities include:
 - City offered programs listed with a course identification number in the Irvine Activity Guide
 - After- School Community Park Programs
 - Irvine Fine Arts Center memberships
 - Senior Services computer lab and fitness center memberships

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- TRIPS services (for program-eligible participants)
 - And Meals on Wheels (for qualified non-seniors 59 and younger)
 - For purposes of the scholarship program, scholarship eligible programs and activities DO NOT include:
 - Co-payments
 - Withdrawal fees
 - Sports leagues
 - Tournaments
 - Private lessons
 - Birthday parties
 - Point-of-sale merchandise transactions
 - Material or supply fees
 - Non-city memberships
 - Additional Information:
 - Any course registration completed prior to scholarship activation date, may not be paid for with scholarship funds.
 - Scholarship funds are non- transferrable from year to year or person to person.
 - Scholarship approval does not guarantee class enrollment or that funds will be available at the time of registration.
5. Upon scholarship approval, applicant must complete an in person orientation within 30 days of approval letter date. Orientation must be completed prior to scholarship award funding. If orientation is not completed, scholarship approval is voided and applicants must reapply.
6. Scholarship awards take effect no sooner than one day past participant's previous scholarship year.

CLASS/ACTIVITY WITHDRAWAL POLICY:

Withdrawals will be administered in compliance with the Program Registration Withdrawal Guidelines detailed in the Irvine Activity Guide and on the City of Irvine website at www.irvinequickreg.org. Withdrawal fees cannot be paid for from the scholarship account and must be paid for by participant. Recipient will not qualify for any additional scholarship funds until balance due is paid in full.

ADDITIONAL INFORMATION:

Scholarship funding is determined each fiscal year by the Irvine City Council, and is administered by the City of Irvine Community Services Department.

Submit your completed application and documents via U.S. Postal Service or walk-in. No fax or email applications will be accepted. For questions, please call 949-724-6455.

MAIL/ WALK-IN:

One Civic Center Plaza
P.O. Box 19575
Irvine, CA 92623-9575

