



COMMUNITY SERVICES DEPARTMENT

Scholarship Policy

Community Services Commission

Approved: 06/05/2024

Director of Community Services:

1.0 PURPOSE

To enable eligible Irvine residents to participate in Community Services Department (Department) programs and activities by means of a scholarship program.

2.0 POLICY

The City of Irvine (City) provides registration subsidies to eligible residents to facilitate participation in Community Services programs and activities. For purposes of this policy, the City offers two separate scholarships for eligible programs.

a. General Scholarship

- i. Eligible City-offered programs listed with a course identification number in the *Inside Irvine* Activity Guide for qualifying participants up to age 59;
- ii. TRIPS services (for registered program participants) – Low-cost, wheelchair-accessible transportation; and
- iii. Meals on Wheels (for qualified individuals under the age of 60).

b. Older Adult Services Scholarship

- i. Eligible City-offered programs listed with a course identification number in the *Inside Irvine* Activity Guide, as well as computer lab and fitness center memberships for qualifying participants age 60 and over; and
- ii. TRIPS services (for registered program participants) – Low-cost, wheelchair-accessible transportation.

Scholarship-eligible programs and services do NOT include:

- a. Athletic leagues, tournaments, and reservations;
- b. Facility reservations;
- c. Private lessons/instruction;
- d. Birthday parties;
- e. Point-of-sale merchandise transactions;
- f. Material or supply fees;
- g. Non-City memberships;
- h. Co-payments; and
- i. Withdrawal fees.

Exceptions may be granted on a case-by-case basis per Community Services Department discretion.

3.0 **PROCEDURES**

General and Older Adult Services Scholarship applications can be found on the City's website at cityofirvine.org/scholarship.

TRIPS applications can be found on the City's website at cityofirvine.org/trips.

Department staff shall review/approve scholarship requests on a continual basis during the funding "cycle" that corresponds with the City fiscal year: July 1 to June 30.

4.0 **APPLICATION AND ELIGIBILITY – GENERAL SCHOLARSHIP**

Scholarship subsidies are awarded based on:

Income and Irvine residency eligibility:

- 1) Below 80 percent of the HUD Orange County defined median household income;
and
- 2) Verification of Irvine residency.

Applications must be filled out completely, including information for all members of the household requesting a Scholarship. Information provided/uploaded through this application will be kept secure and used only for the purposes of determining eligibility, as outlined below.

Attach a copy of the following documentation:

- a. Complete 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).
- b. Two most recent employment check stubs, less than 30 days old, for each working adult listed on the tax return if paid every two weeks; OR copies of the two most recent employment check stubs, less than 60 days old, for each working adult listed on the tax return if paid once per month;
- c. A W-2 for each working adult listed on the tax return. If self-employed, please provide Form 1099 or Schedule C.
- d. Proof of any other income/support received. Provide most recent award letter indicating monthly disbursement for child support, alimony, cash assistance, Social Security, disability, food assistance, or childcare assistance.
- e. If unemployed, provide the most recent unemployment benefit letter indicating weekly unemployment benefits.
- f. Proof of Irvine residency (most recent copy of gas or electric bill less than 30 days old). No water bills, cable bills, telephone bills, or school lunch letters will be accepted.

Note: Additional information may be required to complete the application. Incomplete applications or those missing any component listed above may result in denial of the Scholarship application.

5.0 **APPLICATION AND ELIGIBILITY – OLDER ADULT SCHOLARSHIP**

Scholarship subsidies are awarded based on:

Age and Irvine residency eligibility:

- 1) Identification confirming applicant is age 60 or over; and
- 2) Verification of Irvine residency.

Applications must be filled out completely, including information for all members of the household requesting a Scholarship. Information provided/uploaded through this application will be kept secure and used only for the purposes of determining eligibility, as outlined below.

Attach a copy of the following documentation:

- a. State issued identification card;
- b. Proof of Irvine residency (most recent copy of gas or electric bill less than 30 days old). No water bills, cable bills, telephone bills, or school lunch letters will be accepted.

Note: Additional information may be required to complete the application. Incomplete applications or those missing any component listed above may result in denial of the Scholarship application.

6.0 **APPROVAL AND AWARD**

Please allow a minimum of two weeks for the application to be processed. A letter will be emailed to the email address listed on the application, informing the individual of their Scholarship application status.

If approved, only those individuals listed on the tax return are eligible for a General Scholarship. Scholarship subsidies will be granted with the following terms per Scholarship year, per person:

- a. A maximum of \$200 per person, 18 to 59 years of age. A 10 percent co-payment is required on all Scholarship-eligible registrations per course, per adult.
- b. A maximum of \$400 per person, 17 years of age and younger. A 10 percent co-payment is required on all Scholarship-eligible registrations per course, per youth.
- c. A maximum of \$200 per adult, 18 to 59 years of age with a disability, and those age 60 years and older, with no co-payment due.

Upon Scholarship approval, new applicants must complete a telephone orientation within two weeks of the approval letter date. Orientation must be completed prior to Scholarship award funding. If an orientation is not completed, Scholarship approval is voided, and applicant must reapply.

All applicants must provide a signed letter of agreement prior to distribution of Scholarship funds.

Scholarship awards are effective no sooner than one day past participant's previous Scholarship year.

Applicants are qualified for one year from start of their scholarship term. Scholarship approval does not guarantee enrollment into programs or activities selected, nor does it guarantee funds will be available at time of registration. Scholarship funding is determined each fiscal year by the Irvine City Council and is administered by the City of Irvine Community Services Department.

7.0 **WITHDRAWAL/CANCELLATION POLICY**

Withdrawals will be administered in compliance with Program Registration Withdrawal Guidelines detailed in the *Inside Irvine* Activity Guide and on the City's website at yourirvine.org. Withdrawal fees will not be deducted from the scholarship account and must be paid by the participant. Participant may not qualify for any additional programs until all withdrawal fees have been paid in full.

The TRIPS program is sensitive that illness and other personal factors may alter plans to travel and that cancellations may be unavoidable. For more information, please visit cityofirvine.org/trips.

TRIPS Cancellation and No-Show Policy:

- a. Participants should notify the TRIPS program office with as much notice as possible when unable to commit to a scheduled ride.
- b. Failure to cancel a ride will be considered a no-show.
- c. A no-show will automatically cancel a scheduled return trip unless the passenger notifies the TRIPS program office.
- d. Excessive late cancellations and no-shows may lead to suspension of program privileges.