



**MESA ARTS CENTER
FEE ASSISTANCE PROGRAM GUIDELINES
June, 2016**

The fee assistance program provides aid when financial hardship prevents **Mesa residents** and/or their children from participating in a fee-based arts program at the Mesa Arts Center.

Fee assistance is determined based upon current proof of income (most recent tax return with W-2 forms attached; or three most recent pay stubs) and/or welfare receipts including all income, i.e., food stamps, child support, etc. Eligible applicants will be awarded 50% or 75% fee assistance, as determined by the existing National Free and Reduced lunch program guidelines.

Additional Information and Program Guidelines:

- The Fee Assistance Program is available to Mesa residents.
- Eligibility is determined by the Federal income guidelines for the Free/Reduced Lunch Program.
- Each Mesa resident is limited to requesting Fee Assistance for one (1) class per immediate family member (or themselves), per class session.
- During the Summer Session of classes, Fee Assistance will allow a participant to one discount in each of the two, four-week sessions (June and July).
- Once a person has been approved for a Fee Assistance discount and then registered for a class, that person may not cancel out of the initial class and register for a second class during the same class session and still receive the discount. The person may register and attend other classes, but shall not receive a Fee Assistance discount.
- Required class supplies and equipment are not eligible for Fee Assistance discounts.
- Fee Assistance is not applicable to private lessons, workshops, or camps.
- Applicants may apply for Fee Assistance at any time during the year. Once approved, the person will be on Fee Assistance status for one year following their initial eligible date. After one year has elapsed, the person must re-apply.
- Applicants must register in-person or by phone once fee assistance has been approved.

Application Packet

A completed Application Packet shall include:

- A completed Fee Assistance Request form.
- Most recent tax return with W-2 forms attached; or three most recent pay stubs; or welfare receipts including income (i.e., food stamps, child support, etc.); or an official letter of eligibility for the Free and Reduced Lunch Program issued by a Mesa school.
- Proof of Residency (water bill, electric bill, phone bill, eligibility letter from a Mesa school etc...)
- A completed Class Registration form (if applicable) listing requested class(es). The class registration form should also include a credit card number (if available) for processing remaining registration fee. Including a credit card number will ensure prompt enrollment if the Fee Assistance request is approved.



**MESA ARTS CENTER
APPLICATION FOR FEE ASSISTANCE**

Fill out form and return with income documentation and proof of residency to:
 Fee Assistance Program
 Mesa Arts Center/City of Mesa
 PO Box 1466
 Mesa, AZ 85211-1466

Head of Household Information	Last Name	First Name		MI
	Street Address:			
Phone Numbers	Zip	Date of Birth	Daytime Phone Number	
	Evening Phone Number		Emergency/Alternate Number	

TOTAL NUMBER OF HOUSEHOLD MEMBERS: _____
 (Please list Household members below – Additional Members can be listed on the back)

Last Name	First Name	Sex	Age	Date of Birth

Financial Information (W-2 forms, Income Tax, etc..)	PROOF OF INCOME MUST BE INCLUDED WITH THIS APPLICATION
	Annual Household Income \$ _____
	<i>I declare the information provided is true and complete:</i> <i>Signature:</i> _____

FOR OFFICE USE ONLY – DO NOT WRITE IN THIS BOX		
Reviewed: _____	Reviewed by: _____	Approved: _____
Fee Assistance Granted: <input type="checkbox"/> Approved at 50% <input type="checkbox"/> Approved at 75% <input type="checkbox"/> Grant Funded at 100%		
<input type="checkbox"/> Denied – REASON: _____ _____		
Expires On: _____		