city of Covington growing toward greatness

PARKS AND RECREATION

# Fee Waiver Application

## For Covington Parks and Recreation Youth Basketball

### Instructions

Please provide all the following requested information and attach proof of applicant's participation in a reduced school lunch program or another government assistance program. Failure to provide all requested information will prevent the application from being processed. For assistance completing the application, please visit Covington Aquatic Center's Front Desk.

*Completed applications may be submitted in-person, by mail, or e-mail.*

- In-person: to the front desk at the Covington Aquatic Center (18230 SE 240th St, Covington WA 98042)
- By Mail to: City of Covington, Attn: Aquatics, 16720 SE 271st St, Ste 100, Covington WA 98042
- By E-mail: Scanned copies may be emailed to **parks@covingtonwa.gov**

Applicants shall be notified of the status of the application within 2-weeks of application form receipt .

*To be completed by applicant*

Request Date_____ Amount Requested_____

Participant's Name_____ Birth Date_____

Participant's Ethnicity_____

Parent/Guardian Name_____ Birth Date_____

E-mail_____

Address_____

City_____ Zip_____

Phone_____ Alternate Phone_____

Annual Household Income_____ # of Members in Household_____

o Proof of school lunch program (or other government assistance) is attached.

Parent/Guardian Signature_____

*To be completed by City Staff only*

***Staff*** Verify proof of applicant participation in a reduced school lunch program or other government assistance is attached.

***Staff*** Fee waiver application accepted by: (print name)_____ Date _____

***Staff*** Participant's ActiveNet Customer ID: _____

***Staff*** Place application in Supervisor's box.

***Supervisor*** 1. Applicant has not been awarded a fee waiver previously this year? Yes No

***Supervisor*** 2. Applicant has qualified based on financial limitations? Yes No

***Supervisor*** 3. Applicant qualifies based on age? Yes No

*Note: Only applicants with questions 1-4 checked "yes" may receive a fee waiver*

***Supervisor*** Fee Waiver Award Amount: _____

***Supervisor*** Supervisor Approved? Yes No Supervisor Signature: _____ Date _____

***Staff*** Applicant Notified Date: _____ Staff Initials: _____

***Finance*** Finance Dept. processed Date: _____ Staff Initials: _____

***Supervisor*** Original returned to supervisor Date: _____ Staff Initials: _____

city of covington growing toward greatness

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*For Covington Parks and Recreation Youth Basketball*

# Youth Basketball League

## About the Covington Parks and Recreation Fee Waiver Program

The fee waiver program allows children to participate in a Covington Parks and Recreation athletics program who, due to financial limitations, otherwise would not be able to participate.

### Guidelines

1. A fee waiver is only available for youth ages 2-17.
2. A fee waiver may only be applied towards a maximum of 50% of the cost of any applicable registration.
3. Applicant shall provide proof of participation in a reduced school lunch program or equivalent proof of financial limitations.
4. The fee waiver application must be submitted and approved prior to any fee waver being available for registration.

### Frequently Asked Questions

Where can I find a fee waiver application?
Hard copies of the fee waiver application are available at the Covington Aquatic Center (18230 SE 240th St, Covington, WA 98042).
The fee waiver application is also available online at **www.covingtonwa.gov/parks**.

Where do I turn in my completed fee waiver application?
Completed applications may be submitted in-person, by mail, or email.

- In-person at: Covington Aquatic Center front desk (18230 SE 240th St, Covington, WA 98042)
- By Mail to: City of Covington, Attn: Aquatics, 16720 SE 271st St, Ste 100, Covington, WA 98042
- By E-mail: Scanned copies may be emailed to **parks@covingtonwa.gov**

Who should I contact if I have questions about the fee waiver application?
Questions and inquiries may be made in-person at the Parks and Recreation Offices at the Covington Aquatic Center, by calling the Covington Aquatic Center at (253) 480-2480, or emailing **parks@covingtonwa.gov.**

How long until I know if a fee waiver has been awarded after submitting my completed fee waiver application?
Applicants shall be notified within 2-weeks as to the status of the application.