



Financial Aid Policy

The Park and Recreation Commission is a policy making board responsible to the town for providing year-round high quality indoor and outdoor recreation activities for children and adults. The goals of the Commission are to deliver programs that are culturally, socially, physically and mentally healthy and which are presented at well-maintained parks and facilities. We are concerned with meeting appropriate community based needs that are cost efficient and within the reach of the overall community resource base while providing the highest level of participant satisfaction. Many programs are self-supporting, which limits the amount of available aid per program.

The Recreation Department follows a Cost Recovery Methodology when determining the fees for each service. The department maintains a cost recovery level per Cost Center and within the industry standards and local market tolerance. Financial assistance is available for any Recreation Department sponsored program. Requests are limited to up to 35% reduction of one program per child each season, or additional at the discretion of the Recreation Director or designees.

The Brookline Recreation Department has a commitment to providing leisure opportunities to all residents of Brookline regardless of financial status. One way that this goal has been realized is with the financial aid program, supported by the Recreation Revolving Fund and scholarship donations made to the Friends of Brookline Recreation.

The Recreation Department produces four seasonal activity guides and maintains a web page that includes information on the financial aid program.

A confidential application can be submitted to the Recreation Department for review. The applicant may be granted a reduction in fee at the discretion of the Director of Recreation or an authorized designee. Applications must be completed and submitted prior to making full payment for the program. Once received, applications are reviewed using the Department of Housing and Urban Development (HUD) Median Family Income Limits (see below) as a guideline for determining the amount of assistance awarded. A 20% payment is required at the time of registration for all registrants requesting assistance.

Applications must be received 5 business days after original registration unless otherwise stated in the registration information. Once the application is received, applicants are contacted via email or phone. Payment plans are also available and can be arranged at the time of registration. Please call (617)730.2069 or visit our web page for more information.

The following are eligibility requirements:

-Applicant must be a resident of the Town of Brookline and/or attend a Brookline public or private school if application is for a student.

-Applicants must meet the criteria set forth in the housing incomes.

The following steps must be taken to submit an application:

Applications are available at the department web site www.brooklinerec.com

The application packet includes the forms that are acceptable for review.

The application must include the participant name and program/service request. It is the applicant's responsibility to register for the program that they are requesting assistance.

Applications must be received 5 business days after registration takes place.

The participant must pay a minimum of 20% towards each registration fee, unless otherwise specified. Online registration is not available if applying for financial aid. If registration is completed online, refunds are not available.

Payment plans can be arranged with individuals who cannot pay a program fee in one sum. This option will be designed on a case by case basis by the Director of Recreation in conjunction with the applicant.

Decisions regarding assistance are processed and registrants are notified via email. The requests are processed on a rolling admission unless otherwise noted with specific programs and services.

Granting of assistance is based on low/moderate income status and any extenuating circumstances. Applications must include all family members residing in the household in order to process accurately.

If approved for financial assistance, household must update records annually for review.

The Director of Recreation or an authorized designee reviews all requests and then grants scholarships based on individual circumstances. All such conversations are confidential. The following requirements must be complied with in order to maintain participation:

All program/service requirements must be followed. All required forms, waivers, equipment and/or payments must be accurate and up to date.

Any recipient awarded financial assistance and is unable to attend the program must contact the Recreation department as soon as possible, but prior to the start of the program. Full payment will be required if participant does not cancel out of the program