



## FEE ASSISTANCE POLICY

### Purpose

1. The purpose of this Policy is to describe how OAK will assist families who are unable to pay the full amount of fees for participation in its programs.

### Philosophy

2. OAK recognizes the many benefits that resident participation brings to a community. Providing an equal opportunity for access to its swim programs makes this possible and OAK will provide financial assistance to qualified applicants

### Policy

3. On a case-by-case basis, OAK will identify families who may not have the means to pay the full amount of the OAK registration fee or other fees for participation.
4. Families can self-identify that they may have trouble paying the full fee by first contacting the OAK Business Manager and describing their need or request for fee assistance. Additionally, coaches, members of the Board, or other OAK stakeholders can identify families who may need assistance.
5. Once a family that needs assistance is identified, OAK will discreetly approach the family and offer to fund a partial or the full amount of the fees.
6. OAK will use its discretion to identify the number of families per year who are provided with fee assistance.
7. OAK shall determine whether it requires a family to submit proof of income, government assistance documentation, insurance, or tax rebate forms as part of its assessment of assistance.
8. OAK reserves the right to deny fee assistance to any family who requests fee assistance and for any or no reason whatsoever.

<b>FEE ASSISTANCE POLICY</b>		
<u>Date of Last Review</u>	<u>Revisions</u>	<u>Author/Approval</u>
August 2019	New Policy	SLSG/Governance Committee/Board of Directors