13GEM SPORTING

Hardship Scholarship Application

Form Number: SOP-008
Version: 1.2
Related Program: 13GEM Sporting Scholarship Opportunity Program
Application Type: Hardship Scholarship
Submission Instructions
Once your application is complete, email the completed application and any requested supporting documentation to **sports@13gem.org**.

PART 1 — APPLICANT INFORMATION

Parent / Legal Guardian Name: ____

Address: ____

City: ___________________________ **State:** ______ **ZIP:** __________

Phone: __________________________

Email: ____

PART 2 — CHILDREN AGE 18 OR YOUNGER

List children age 18 or younger who are part of your family unit.

Child 1

Name: ____
Age: ______
13GEM Program: ____

Child 2

Name: ____
Age: ______
13GEM Program: ____

Child 3

Name: ____
Age: ______
13GEM Program: ____

Child 4

Name: ____
Age: ______
13GEM Program: ____

Child 5

Name: ____
Age: ______
13GEM Program: ____

Child 6

Name: ____
Age: ______
13GEM Program: ____

PART 3 — CURRENT SCHOLARSHIP STATUS

Are you currently receiving a 13GEM Sporting Scholarship?

☐ No

☐ Yes

If yes:

Current Scholarship Percentage: __________%

Current Approval / Eligibility Period: ___________________________

A family does not need to be a current Standard Scholarship recipient to request Hardship Scholarship consideration.

PART 4 — PURPOSE OF HARDSHIP SCHOLARSHIP

A Hardship Scholarship is intended for a family that has experienced a:

Genuine, significant, and unforeseen change in financial circumstances.

A Hardship Scholarship is temporary.

It is not automatically granted merely because program costs are difficult to pay or because ordinary household expenses have increased.

PART 5 — HARDSHIP EVENT

Please identify the hardship that has occurred:

☐ Involuntary job loss / layoff / termination

☐ Significant involuntary reduction in work hours

☐ Significant unexpected reduction in earned income

☐ Death of parent or spouse

☐ Divorce or separation resulting in substantial loss of household resources

☐ Serious illness or injury causing significant loss of income

☐ Serious illness or injury causing substantial unreimbursed financial expenses

☐ Temporary or permanent disability affecting household income

☐ Loss of housing or displacement

☐ Fire, natural disaster, or significant property loss

☐ Unexpected termination or substantial reduction of child support previously received

☐ Other extraordinary unforeseen financial circumstance

Other: ____

PART 6 — DATE OF HARDSHIP

Approximate Date Hardship Began: _____________________________

Is the hardship:

☐ Continuing

☐ Recently ended but still materially affecting household finances

☐ Temporary

☐ Duration uncertain

PART 7 — BRIEF DESCRIPTION

Please briefly explain what happened and how it significantly affected your household finances.

You do not need to provide unnecessary personal or medical details.

PART 8 — FINANCIAL IMPACT

How has the hardship affected your household?

☐ Loss of employment income

☐ Reduced employment income

☐ Loss or reduction of child support

☐ Significant unreimbursed expenses

☐ Loss of another countable income source

☐ Other significant financial impact

Please briefly explain:

PART 9 — CURRENT HOUSEHOLD SIZE

For Scholarship Opportunity Program purposes, household size generally consists of:

Parent(s) or legal guardian(s) plus children age 18 or younger who are part of the family unit.

Number of Parents / Legal Guardians: ______

Number of Qualifying Children Age 18 or Younger: ______

Total Scholarship Household Size: ______

PART 10 — HOUSEHOLD CHANGES

Has household composition changed because of the hardship?

☐ No

☐ Yes

If yes, briefly explain:

PART 11 — CURRENT EMPLOYMENT

Parent / Legal Guardian 1

Name: ____

Current Status:

☐ Employed

☐ Self-Employed

☐ Unemployed due to hardship

☐ Working reduced hours

☐ On unpaid / reduced-pay leave

☐ Unable to work

☐ Other: ____________________________

Current Income: $________________

Frequency: _______________________

Parent / Legal Guardian 2

Name: ____

Current Status:

☐ Employed

☐ Self-Employed

☐ Unemployed due to hardship

☐ Working reduced hours

☐ On unpaid / reduced-pay leave

☐ Unable to work

☐ Other: ____________________________

Current Income: $________________

Frequency: _______________________

PART 12 — CHILD SUPPORT

Does your household currently receive child support?

☐ No

☐ Yes

Amount Currently Actually Received: $________________

Frequency: ____

Has child support recently:

☐ Remained approximately the same

☐ Decreased significantly

☐ Stopped unexpectedly

☐ Other: ____

Child support actually received is included in current household income.

PART 13 — OTHER CURRENT COUNTABLE INCOME

List other current countable income:

Income Source: ____

Amount: $_________________

Frequency: ___________________

Income Source: ____

Amount: $_________________

Frequency: ___________________

PART 14 — CURRENT HOUSEHOLD INCOME

If known:

Estimated Current Annual Household Income: $_________________

13GEM Sporting will determine the final annualized household income.

For hardship purposes, the Scholarship Committee may select the income measurement period that most accurately represents the family's **new/current financial circumstances**.

There is no mandatory fixed 30-, 60-, or 90-day measurement period.

PART 15 — HARDSHIP DOCUMENTATION

Please provide documentation reasonably sufficient to verify:

1. That the hardship occurred; and
2. Its significant financial impact.

Possible documentation may include:

☐ Employer termination / layoff notice

☐ Documentation showing reduced work hours

☐ Recent income documentation

☐ Unemployment documentation

☐ Child-support payment history or other reasonable evidence of reduction

☐ Housing / displacement documentation

☐ Disaster / property-loss documentation

☐ Medical bills or EOBs showing substantial unreimbursed costs

☐ Unpaid-leave documentation

☐ Employer documentation showing reduced income

☐ Disability-payment documentation

☐ Basic provider statement regarding inability to work, if necessary

☐ Other reasonable documentation: ___________________________

You do **not** need to provide every document listed.

PART 16 — DOCUMENTATION SHOULD BE PROPORTIONAL

13GEM Sporting will request only documentation reasonably necessary to:

- Verify the claimed hardship;
- Establish current household income; and
- Determine scholarship eligibility under the existing Scholarship Sliding Scale.

Applicants should not have to disclose their entire financial lives for a modest scholarship.

Additional documentation should be requested only when a legitimate unanswered question materially affects eligibility.

If one requested document is unavailable, a reasonable alternative may be accepted.

PART 17 — MEDICAL PRIVACY

For a medical hardship, 13GEM Sporting does **not** want or routinely request:

- Diagnoses;
- Complete medical histories;
- Treatment notes;
- Complete medical records; or
- Detailed clinical information.

13GEM Sporting is concerned with whether:

1. A significant medical event occurred;
2. The event was unexpected or extraordinary; and
3. It produced significant income loss or substantial unreimbursed financial burden.

The least intrusive documentation sufficient to verify those facts should be used.

PART 18 — BANK STATEMENTS

Complete bank statements are **not ordinarily required**.

Limited financial records may be requested only when reasonably necessary to resolve a material eligibility question, such as:

- Irregular income;
- Self-employment income;
- Lack of conventional income documentation;
- Child-support verification; or
- A material discrepancy that cannot reasonably be resolved another way.

Applicants may generally redact irrelevant information when the information necessary for verification remains visible.

PART 19 — HARDSHIP SCHOLARSHIP SCALE

Hardship Scholarships use the **same Scholarship Sliding Scale** as Standard Scholarships.

Rounded Household FPL Percentage	Scholarship	Family Tuition Responsibility
At or below 100.00%	70%	30%
Over 100.00% through 125.99%	65%	35%
126.00%–150.99%	60%	40%
151.00%–175.99%	55%	45%
176.00%–200.00%	50%	50%
Above 200.00%	No Scholarship under existing scale	100%

The Scholarship Committee does not select a percentage based upon sympathy.

It verifies the hardship, determines current or adjusted income, calculates FPL, and applies the existing scale.

PART 20 — FPL ROUNDING

The calculated FPL percentage is rounded to two decimal places before the Scholarship Sliding Scale is applied.

Examples:

125.994% → 125.99%

125.995% → 126.00%

The calculated and rounded percentage controls.

PART 21 — REGISTRATION FEE

Registration fees are not eligible for scholarship coverage.

The family is responsible for:

100% of the applicable 6.25% registration fee.

The registration fee is calculated on the **scholarship-adjusted tuition amount actually owed by the family**, after the scholarship is applied.

Registration-fee calculations are rounded to the nearest cent.

Example

A $300 program with a **60% Hardship Scholarship** results in:

- Original tuition: **$300.00**
- 60% scholarship: **$180.00**
- Family tuition responsibility: **$120.00**
- Registration fee: $120.00 × 6.25% = **$7.50**
- Total family responsibility: **$127.50**

☐ **I understand that I remain responsible for 100% of the applicable registration fee.**

PART 22 — SCHOLARSHIP OR REGISTRATION DISCOUNTS

A Hardship Scholarship cannot be combined with registration discounts for the same registration.

Examples include:

- Multi-Child Discounts;
- Multi-Sport Discounts;
- Early Registration Discounts; and
- Other current or future 13GEM Sporting registration discounts.

The family may use:

An approved Scholarship OR applicable registration discount(s), but not both for the same registration.

☐ **I understand that my Hardship Scholarship cannot be stacked or combined with registration discounts for the same registration.**

PART 23 — HARDSHIP SCHOLARSHIP DURATION

A Hardship Scholarship is generally approved for:

One registration cycle or program season.

Approval does not create permanent Hardship Scholarship status.

If the hardship continues and the family requests assistance for another registration cycle, eligibility must be re-evaluated.

PART 24 — CHANGES AFTER APPROVAL

Changes in financial circumstances occurring after a Hardship Scholarship award has been approved will generally be considered at the family's **next registration cycle rather than resulting in a retroactive adjustment to an existing award**.

Exceptions may apply in cases involving:

- Fraud;
- Intentional misrepresentation; or
- Failure to disclose material information that existed when the application was submitted.

PART 25 — APPLICANT CERTIFICATION

I certify that:

- The information in this application is accurate to the best of my knowledge;
- The hardship described is genuine;
- I have accurately described the hardship's financial impact to the best of my knowledge;
- I have reported current household income to the best of my knowledge;
- I have reported child support actually being received;
- I understand that a Hardship Scholarship is temporary;
- I understand that a Hardship Scholarship is not automatically granted;
- I understand that the existing Scholarship Sliding Scale determines the percentage;
- I understand that hardship status generally must be reviewed again at the next registration cycle;
- I understand that the scholarship reduces eligible tuition;
- I understand that I remain responsible for 100% of the **6.25% registration fee calculated on my scholarship-adjusted tuition**;
- I understand that registration-fee calculations are rounded to the nearest cent;
- I understand that a Scholarship and registration discounts cannot be combined for the same registration; and
- I understand that intentional misrepresentation or intentional failure to disclose material information may result in correction or review of the award.

Parent / Legal Guardian Name: ______________________________

Signature: ____

Date: __________________

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Family ID: ___________________

Application ID: ___________________

Date Received: ___________________

Hardship Verification

Qualifying Hardship Established?

☐ Yes
☐ No
☐ Additional Information Needed

Hardship Start Date: ___________________

Income Measurement Period Used: ___________________________

Reason Measurement Period Is Representative, if necessary:

Household / Income Determination

Household Size: ______

Current / Adjusted Annual Household Income: $________________

FPL Table Year: ______

Applicable 100% FPL Guideline: $________________

Calculated FPL Percentage: __________%

Rounded FPL Percentage: __________%

Scholarship Percentage: __________%

Registration Cycle

Program / Season: ____

Hardship Award Start: ___________________

Hardship Award End: ___________________

Final Determination

☐ Hardship Scholarship Approved

☐ Hardship Scholarship Denied

☐ Additional Material Information Needed

☐ Financially Eligible — Scholarship Resources Currently Unavailable

Approved Scholarship Percentage: ___________%

Reviewer / Committee: ____

Determination Date: ____________________