

13GEM SPORTING

Scholarship Annual Renewal Form

Form Number: SOP-010

Version: 1.2

Related Program: 13GEM Sporting Scholarship Opportunity Program

Effective Date: 9/11/2026

Submission Instructions

Once your application is complete, email the completed application and any requested supporting documentation to sports@13gem.org.

1. Purpose of This Form

This form is for families whose existing **Standard Scholarship eligibility period is approaching expiration** and who wish to renew their scholarship eligibility.

Standard Scholarship eligibility is generally approved for:

12 months from the family's approval date.

Scholarship eligibility is re-evaluated annually using the family's current household and income information and the most recently adopted 13GEM Sporting Federal Poverty Level (FPL) table.

A previous scholarship percentage does not automatically renew.

2. Renewal Principle

Annual renewal is a new eligibility determination based upon current information.

At renewal, 13GEM Sporting will determine:

1. Current household size;
2. Current countable household income;
3. Applicable FPL guideline;
4. Calculated and rounded FPL percentage; and
5. Scholarship percentage established by the current Scholarship Sliding Scale.

The family's previous scholarship percentage does not control the new determination.

PART I — APPLICANT INFORMATION

3. Parent/Legal Guardian Information

Parent/Legal Guardian Name:

Address:

City/State/ZIP:

Phone:

Email:

Date Submitted:

4. Previous Scholarship Information

Previous Scholarship/Application ID, if known:

Previous Scholarship Percentage:

_____ %

Previous Approval Date:

Current Eligibility Expiration Date:

If unknown, 13GEM Sporting may complete these fields from its administrative records.

PART II — CURRENT HOUSEHOLD INFORMATION

5. Parents or Legal Guardians

Please list the parent(s) or legal guardian(s) included in the current scholarship household.

Parent/Legal Guardian 1:

Parent/Legal Guardian 2, if applicable:

6. Children in Household

Please list children **age 18 or younger** who are currently part of your family household.

Child 1

Name: _____

Age: _____

Child 2

Name: _____

Age: _____

Child 3

Name: _____

Age: _____

Child 4

Name: _____

Age: _____

Child 5

Name: _____

Age: _____

Child 6

Name: _____

Age: _____

If additional explanation concerning household composition is necessary:

7. Current Household Size

Number of Parents/Legal Guardians: _____

Number of Children Age 18 or Younger: _____

Total Household Size: _____

Household size is determined under:

SOP-002 — Household Size & Child Support Income Policy.

Household size generally consists of parent(s) or legal guardian(s) plus children age 18 or younger who are part of the family unit.

8. Household Changes

Has your household composition materially changed since your previous scholarship approval?

☐ No

☐ Yes

If yes, please briefly explain:

Examples may include:

- Birth or addition of a child;
- Child reaching age 19;
- Marriage;
- Divorce or separation;
- Change in legal guardianship;
- Material change in custody or primary residence; or
- Another change affecting the scholarship household.

PART III — CURRENT INCOME INFORMATION

9. Parent/Legal Guardian 1

Current Employment Status:

☐ Employed full-time

☐ Employed part-time

☐ Self-employed

☐ Unemployed

☐ Temporary/seasonal employment

☐ Other: _____

Employer/Business, if applicable:

Current Gross Employment Income:

\$ _____ per _____

Current Net Self-Employment Income, if applicable:

\$ _____ per _____

10. Parent/Legal Guardian 2

If applicable:

Current Employment Status:

- ☐ Employed full-time
- ☐ Employed part-time
- ☐ Self-employed
- ☐ Unemployed
- ☐ Temporary/seasonal employment
- ☐ Other: _____

Employer/Business, if applicable:

Current Gross Employment Income:

\$ _____ per _____

Current Net Self-Employment Income, if applicable:

\$ _____ per _____

11. Other Countable Income

Please identify other current countable household income, when applicable.

Unemployment Compensation:

\$ _____ per _____

Social Security/Disability Income:

\$ _____ per _____

Pension/Retirement Income:

\$ _____ per _____

Other Countable Recurring Income:

\$ _____ per _____

Description:

Income is determined according to:

SOP-004 — Scholarship Income Definition & Calculation Policy.

12. Child Support Actually Received

Does your household currently receive child support?

☐ No

☐ Yes

If yes:

Amount actually received:

\$_____ per _____

Child support **actually received by the applicant household is included as household income.**

Child support paid by an applicant parent or legal guardian is **not deducted from household income.**

13. Variable or Irregular Income

If your current income is variable, seasonal, irregular, or otherwise not accurately represented by one recent payment, please briefly explain:

13GEM Sporting may use a representative income period when necessary to reasonably determine annual household income.

PART IV — DOCUMENTATION

14. Updated Documentation

Please provide reasonable current documentation sufficient to verify the household and income information necessary for annual renewal.

You do **not** automatically need to resubmit every document provided with your previous Scholarship Application.

15. Documentation Should Be Proportional

13GEM Sporting follows the principle:

Documentation Should Be Proportional.

Only documentation reasonably necessary to verify current household income, household size when clarification is necessary, child support actually received, or another material eligibility question should be requested.

16. Reasonable Documentation

Depending upon the family's circumstances, reasonable documentation may include:

- Recent pay documentation;
- Employer statements;
- W-2s;
- Tax documentation;
- Self-employment income information;
- Benefit statements;
- Child-support payment records; or
- Other reasonably reliable documentation.

No single document type is automatically required in every case when another reasonable source sufficiently verifies the necessary information.

17. Alternative Documentation

If you cannot provide a particular requested document, you may provide or request consideration of another reasonable form of documentation capable of verifying the same information.

Inability to provide one preferred document does not automatically result in denial.

18. Bank Statements

Complete bank statements are:

Not ordinarily required.

Limited bank information may be requested only when reasonably necessary to resolve a material eligibility question that cannot reasonably be answered through less intrusive documentation.

Applicants should generally be permitted to redact unrelated information.

PART V — ANNUAL SCHOLARSHIP RECALCULATION

19. Current FPL Table

Annual renewals use:

The most recently adopted 13GEM Sporting FPL table in effect for new applications and annual renewals.

The FPL table used for the family's previous award does not automatically continue to control the renewal determination.

20. FPL Calculation

Annual countable household income is divided by the applicable 100% FPL guideline for the current household size:

$$\text{Annual Countable Household Income} \div \text{Applicable 100\% FPL Guideline} \times 100$$

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

21. FPL Rounding

Standard mathematical rounding is used.

Examples:

125.994% → 125.99%

125.995% → 126.00%

The calculated and rounded FPL percentage controls the scholarship determination.

22. Scholarship Sliding Scale

The current Scholarship Sliding Scale is:

Calculated and Rounded FPL	Scholarship	Family Tuition Responsibility
At or below 100.00%	70%	30%
Over 100.00% through 125.99%	65%	35%
126.00% through 150.99%	60%	40%
151.00% through 175.99%	55%	45%
176.00% through 200.00%	50%	50%
Above 200.00%	No Standard Scholarship	100%

23. Previous Scholarship Percentage

Your previous scholarship percentage does **not automatically renew.**

Based upon current household information, current income, the current adopted FPL table, and the Scholarship Sliding Scale, your renewed scholarship percentage may:

- ☐ Remain the same;
- ☐ Increase;
- ☐ Decrease; or
- ☐ Result in no current Standard Scholarship eligibility.

The Scholarship Committee or Administrator does not independently choose the percentage.

PART VI — NEW ELIGIBILITY PERIOD

24. Renewal Duration

If approved, the renewed Standard Scholarship is generally valid for:

12 months from the new approval date.

The scholarship may generally be used during multiple eligible 13GEM Sporting registration cycles during that eligibility period, subject to:

- Program eligibility;
- Program capacity;
- Scholarship-resource availability; and
- Applicable Scholarship Opportunity Program policies.

25. Income Changes During the New Eligibility Period

Ordinary income changes occurring after annual renewal generally do not result in recalculation during the new 12-month Standard Scholarship eligibility period.

Updated household and income information will generally be considered at the next annual renewal.

26. Significant Financial Hardship

If the family's financial circumstances deteriorate significantly during the 12-month eligibility period because of a genuine and unforeseen hardship, the family may request consideration under:

SOP-007 — Hardship Scholarship Policy.

A Hardship Scholarship is separate from ordinary annual Standard Scholarship renewal.

PART VII — REGISTRATION FEE

27. Registration Fee Responsibility

Registration fees are **not covered by the scholarship**.

Families are responsible for:

100% of the applicable registration fee.

The current 13GEM Sporting registration fee is:

6.25% of the family's scholarship-adjusted tuition amount owed at checkout.

The scholarship is applied to eligible tuition first.

The registration fee is then calculated on the family's remaining tuition responsibility.

28. Registration Fee Rounding

The 6.25% registration fee is rounded to the nearest cent using standard currency rounding.

For example:

$$\text{\$150.00} \times 6.25\% = \text{\$9.375} \rightarrow \text{\$9.38}$$

PART VIII — SCHOLARSHIP OR REGISTRATION DISCOUNTS

29. Scholarship and Discount Rule

For the same registration:

A family may use an approved Scholarship OR applicable registration discount(s), but not both.

Scholarships may not be stacked or combined with registration discounts such as:

- Multi-Child Discounts;
- Multi-Sport Discounts;
- Early Registration Discounts; or
- Other applicable current or future registration discounts.

This form does not determine whether multiple non-scholarship registration discounts may be combined with one another.

30. Family Election

When applicable, the family may choose whether to use its approved Scholarship or applicable registration discount(s), subject to applicable registration rules.

The family's decision to use a registration discount instead of its approved Scholarship for a particular registration does not, by itself, change the underlying annual Scholarship eligibility determination.

PART IX — APPLICANT CERTIFICATION

31. Applicant Acknowledgments

Please initial each statement.

_____ I certify that the information provided on this renewal form is accurate to the best of my knowledge.

_____ I understand that annual renewal is a new eligibility determination and that my previous scholarship percentage does not automatically renew.

_____ I understand that household size is determined according to 13GEM Sporting Scholarship Opportunity Program policy.

_____ I understand that child support actually received is included as household income and child support paid by me is not deducted from household income.

_____ I understand that 13GEM Sporting may request reasonable additional documentation when a legitimate unanswered question materially affects eligibility.

_____ I understand that the calculated and rounded FPL percentage determines the scholarship percentage under the established Scholarship Sliding Scale.

_____ I understand that an approved renewed Standard Scholarship is generally valid for 12 months from the new approval date.

_____ I understand that registration fees are not covered by the scholarship and that I am responsible for 100% of the applicable **6.25% registration fee** calculated on scholarship-adjusted tuition.

_____ I understand that I may use an approved Scholarship **OR** applicable registration discount(s) for the same registration, but not both.

_____ I understand that scholarship eligibility does not independently guarantee program admission, capacity, roster placement, or availability of scholarship resources.

32. Applicant Certification

Applicant Name:

Applicant Signature:

Date:

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33. Renewal Review

Scholarship/Application ID:

Date Received:

Previous Scholarship Percentage:

_____ %

Previous Eligibility Expiration Date:

Reviewer(s):

34. Household Determination

Number of Parents/Legal Guardians:

Number of Children Age 18 or Younger:

Total Household Size:

Material household clarification required?

☐ No

☐ Yes

If yes:

35. Income Determination

Annualized Gross Employment Income:

\$ _____

Annualized Net Self-Employment Income:

\$ _____

Annualized Child Support Actually Received:

\$ _____

Other Countable Annual Income:

\$ _____

Final Annual Countable Household Income:

\$ _____

Representative Income Period, if applicable:

36. FPL Determination

FPL Table Year:

Applicable 100% FPL Guideline:

\$ _____

Calculated FPL Percentage Before Rounding:

_____ %

Rounded FPL Percentage:

_____ %

Scholarship Percentage Established by Sliding Scale:

_____ %

37. Renewal Determination

☐ **Approved**

☐ **Denied — current household income exceeds Standard Scholarship eligibility**

☐ **Unable to determine — material information/clarification required**

☐ **Financially eligible but scholarship resources unavailable**

☐ **Other:** _____

Approved Scholarship Percentage:

_____ %

New Approval Date:

New Eligibility Expiration Date:

38. Registration Administration

For an applicable registration:

Eligible Program Tuition:

\$ _____

Scholarship Percentage:

_____ %

Scholarship Amount:

\$ _____

Family Tuition Responsibility:

\$ _____

Registration Fee Rate:

6.25%

Registration Fee:

\$ _____

Total Family Responsibility:

\$ _____

39. Scholarship / Discount Election

For the applicable registration:

- ☐ Scholarship used
- ☐ Applicable registration discount(s) used instead
- ☐ No applicable discount identified
- ☐ Election not yet determined

Scholarship and registration discounts may not be combined for the same registration.

40. Reviewer Certification

I certify that this annual renewal determination was made using the family's verified current information, applicable 13GEM Sporting policies, current adopted FPL table, required rounding method, and established Scholarship Sliding Scale.

Reviewer Name:

Signature:

Date:

Additional Review/Approval, if applicable: