

The Friends of Sharon Art Studio (FOSAS) is a 501c(3) organization dedicated to sustaining and enhancing the Sharon Art Studio's (SAS) goal to promote artistic development, craftsmanship and creative expression. FOSAS works in cooperation with the San Francisco Recreation & Parks Department (SFRPD) to augment and add breadth to the Studio's programs. FOSAS believes that art education is an essential component to a healthy community and strives to ensure that quality, non-competitive art programs are accessible to all.

FRIENDS OF THE SHARON ART STUDIO

Scholarship Policy & Application Instructions

FOSAS Scholarship applicants first must register for the class or workshop for which they are requesting assistance and pay the class fee at that time. FOSAS scholarships are given as reimbursements for course fees, and applicants who are not currently registered will not be considered for a scholarship. Registration for Sharon Art Studio courses takes place through the San Francisco Recreation & Park Department (SFRPD) website at: www.sfreconline.org, or by calling the SFRPD registration desk at: (415) 831-6800 during regular business hours.

SCHOLARSHIP REQUEST DEADLINES:

Scholarship requests are accepted and reviewed each session beginning the first day of early registration until the Friday prior to the first class meeting of the session. Scholarship requests may be accepted throughout the session if funds are still available, **but will only be considered if received at least two weeks prior the start of the class.** Scholarships take at least two weeks to process, so please plan and submit your request early.

APPROVAL:

Scholarships are granted on a first-come, first-served basis based upon eligibility and demonstration of need. In the event that there are more eligible requestors than available funds in any given session, applicants who have not received prior financial assistance will be given priority.

RESTRICTIONS:

Scholarships are limited to one request per applicant per session. Individuals may request no more than one full (100%) scholarship or two partial (50%) scholarships over the course of one year (equivalent to four consecutive sessions between Summer and Spring). If you receive the maximum scholarship award over the course of a year, then the following year your requests will be considered only after new requests have been awarded. Scholarships will not be awarded retroactively or after the class has started, and requests will only be considered if received prior to the class start date.

MATERIAL FEES:

Some classes and workshops have material fees that are included in the class fee, and some material fees that are paid directly to the instructor. FOSAS Scholarships DO NOT cover any material fees.

TO APPLY FOR A FOSAS SCHOLARSHIP

1. Register and pay for a course online at www.sfreconline.org
2. Obtain a Scholarship Request form at www.sharonartstudio.org or at the Studio.
3. Complete the Form and attach supporting document(s):
 - ★ **Partial Scholarships (50%)** – include a letter explaining your need for financial aid
 - ★ **Full Scholarships (100%)** – include a letter explaining your need for financial aid, and enclose an official document that describes your financial situation (a copy of last year's tax return, a document from a social service agency, etc.)
4. Return completed Scholarship Request and supporting document(s) to the FOSAS office, located upstairs in the Sharon Art Studio, or mail to: FOSAS, Attn: Scholarships, 1032 Irving Street #520, San Francisco, CA 94122

Once the application and supporting documentation is received by the FOSAS office, enrollment will be verified and an award notification will be sent out within two weeks. Approved applicants will receive reimbursement checks once the course drop period has passed.

If you have questions regarding the policy, eligibility, or status of your Scholarship Request, or if you feel that your circumstances have not been adequately addressed please visit the FOSAS office located upstairs in the Sharon Art Studio building, send an email to: info@sharonartstudio.org, or call the office at (415) 753-7005 during regular business hours.

Friends of the Sharon Art Studio SCHOLARSHIP REQUEST

Student Name (enter name as registered): _____

If student is a minor,

Name of person to receive reimbursement check: _____

Address: _____ City & Zip: _____

Phone: _____ Email: _____

PLEASE BE SURE THAT YOU HAVE READ AND UNDERSTAND FOSAS' SCHOLARSHIP POLICY AND ELIGIBLE FOR A SCHOLARSHIP

I am requesting a scholarship for:

Class Title: _____ Barcode # _____

Instructor: _____ Session & Year: _____ Start Date: _____

Class Fee: \$ _____ Amount Paid: \$ _____ Scholarship Request: \$ _____

NOTE: Material Fees will be deducted from the class fee and the final scholarship amount may be adjusted

- I am requesting a:
- 50% Scholarship** (attach a letter to this form explaining your need for financial aid)
 - 100% Scholarship** (attach a letter explaining financial need AND a copy of an official document that addresses your financial situation such as a document from a social service agency, social security benefits, etc)

- This request is for:
- Youth (Under 18 - please indicate age) _____
 - Adult (age 18 - 64)
 - Senior (age 65+)

How did you learn of FOSAS Scholarships? _____

Are you currently a FOSAS Member? _____ If yes, year membership began: _____

Notes or special considerations that you would like us to know?: _____

I have read the FOSAS scholarship policy, and understand that this scholarship is a one time, non-transferrable reimbursement for the class or workshop indicated above. I understand that in the event I do not attend, or this course is cancelled, I am obligated to return these funds to FOSAS. By signing below, I accept the terms and conditions of this scholarship.

Student or Guardian signature

Date

The Friends of Sharon Art Studio (FOSAS) is a 501(c)3 non-profit organization committed to cultural diversity, community engagement, and equal opportunity and access to hands-on arts and crafts education regardless of one's ability to pay. For more information about FOSAS, how to become a member, or the Sharon Art Studio's current schedule of classes, please visit us online at: sharonartstudio.org.

For office use only:

Verified registered in CLASS for: _____ Session & Year _____ Amt Paid \$ _____
FOSAS CODE or Barcode

Request received: _____ Application complete? _____ Approved by: _____

Amount awarded: \$ _____ Award letter sent: _____ Check# _____ By: _____