

## Highland Summer Camp Scholarship Application

### Background

We are glad you are considering requesting campership assistance through Highland Retreat. We want to help make it possible for any child to attend camp who wishes to. Scholarships are available for those with financial need through several Memorial Funds and the Highland Retreat Scholarship Fund. To ensure that the funds given to us are being used for those with the greatest need, we request that you complete this form. We want to do our best to serve you and to make attending camp a possibility and not a hardship.

### How to Apply

1. Complete the scholarship application. Use one application per camper (you may copy this form).
  - a. If you are affiliated with a church or social service organization, please check to see whether they can assist you by providing financial support for camp tuition.
  - b. Seek permission from references (see back of this application) and obtain necessary signatures.
2. Mail this application to: Highland Retreat, Attn: Summer Camp Scholarship, 14783 Upper Highland Drive, Bergton, VA 22811. You may also fax the form, or scan and email it to: [bookkeeper@highlandretreat.org](mailto:bookkeeper@highlandretreat.org)
3. We will notify you, as soon as we can, regarding the status of your application. If you have not heard from us within 2 weeks, please call to make sure we have received your application.
4. **You must also complete a separate registration form for each child, either online or on paper, AND pay the minimum deposit\* to finalize the registration and secure your spot.** If a scholarship is not granted and you choose not to attend for this reason, your deposit will be refunded.

*\*If full scholarships are requested and approved for siblings eligible for sibling discounts, the sibling discounts can be applied toward the youth camp deposits, reducing the amount the family owes.*

### Fund Restrictions

1. Each camper may only receive a scholarship for **one** program each summer.
2. Scholarship funds cannot cover the required per-child deposit for youth camps or program fees related to third party services (ex. bus transportation fees or elective fees for off-site trips).
3. Except for the sibling discount, scholarship funds will not duplicate discount amounts (volunteer discount, gift certificates, church match discounts, etc.).
4. Special note for **Family Camp**: Since the purpose of our scholarship funds is to send children to camp, the Family Camp lodging fee and the fees for adult participants *cannot* be covered by scholarships; *only* the fees for camp-aged children can be covered by scholarships, but they can be covered in full.

### Questions about the scholarship funds or this application?

Contact Rachel Miller, the registrar, by emailing [rachel@highlandretreat.org](mailto:rachel@highlandretreat.org) or calling 540-705-0554 ext. 104.

(Application follows)

**Important note:** If, as the requestor, you are not an immediate family member, we ask that you complete this form in full cooperation with the camper's parents or guardians.

**General Information – Please print clearly!**

Camper Information	Requestor Information
Full Name _____	Full Name _____
Birth Date _____	Relationship to Camper _____
Program for which the camper is registered (session name and/or dates) _____	Phone Number _____
	Email Address _____

**Reference Information** – Do not use family members as references. If you have no church/agency affiliation, provide a second character reference in place of a church/agency contact.

Character Reference	Church / Agency Contact
Full Name _____	Full Name _____
Relationship to Camper's Family _____	Name of Church/Agency _____
Phone Number _____	Phone Number _____
_____ *Signature of Reference                      Date	_____ *Signature of Reference                      Date
<i>My above <u>signature</u> affirms that I know the above requestor, affirm the financial need and understand they are seeking financial assistance from Highland Retreat.</i>	<i>My above <u>signature</u> affirms that I know the above requestor, affirm the financial need and understand they are seeking financial assistance from Highland Retreat.</i>

**Explanation:** Briefly share the reason for the scholarship request. Attach additional paper if necessary.

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**Tuition Assistance:** The following section should be used to calculate the assistance being requested.

1. **Enter the base tuition (before discounts) for your child's chosen camp program on Line 1.**  
*Do not include any add-on fees, such as the third-party fees for bus transportation or off-site trips. For Family Camp, ONLY enter the fee for the camp-aged child.*
\$ \_\_\_\_\_ Line 1
2. **Enter the portion that the scholarship cannot cover on Line 2.**  
*This is the \$100 deposit for most youth camps or the \$60 deposit for Day/Mini Camps.*
\$ \_\_\_\_\_ Line 2
3. **Enter the amount your church/agency has committed towards camp tuition on Line 3.**  
*If you have no church/agency affiliation or they are unable to help, enter '0'.*
\$ \_\_\_\_\_ Line 3
4. **Subtract 'Line 2' and 'Line 3' from 'Line 1'. Enter the new amount on Line 4.**  
*Line 4 is the maximum amount of tuition assistance you may request.       $L1 - (L2 + L3) = L4$* 
\$ \_\_\_\_\_ Line 4
5. **Circle the amount of tuition assistance you are requesting. Multiply Line 4 by the percent to determine amounts.**  

25% Assistance (0.25 x Line 4)
50% Assistance (0.5 x Line 4)
75% Assistance (0.75 x Line 4)
Max Assistance (Line 4)

**Office Use:** Date Processed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount Approved: \$ \_\_\_\_\_ Posted by: \_\_\_\_\_