



# FEE ASSISTANCE PROGRAM

*At Tennis Clubs of Canada, we take pride in working with the local community to provide a welcoming environment for all players, regardless of age, gender, ethnicity or socioeconomic status. It's wonderful to create a community hub where all our clients have a sense of belonging. Our Mission is to grow the game of tennis in the local community by providing something for everyone. As part of this objective, we are providing a Fee Assistance Program at Blackmore Tennis Club for residents of Richmond Hill. Every year, families can be approved to receive up to \$100 to put towards various programs, services and memberships at Blackmore Tennis Club.*

## FREQUENTLY ASKED QUESTIONS

### WHERE DO I SUBMIT MY FORM?

- Blackmore Tennis Club at 114 Blackmore Ave, Richmond Hill, Ontario L4B 2B1
- Email: [btc@tennisclubs.ca](mailto:btc@tennisclubs.ca)

### CAN I TRANSFER MY SUBSIDY?

No. Your individual credits cannot be transferred to other individuals or family members.

### HOW CAN I REGISTER FOR A PROGRAM OR MEMBERSHIP?

Once you receive your approval, please check registration information at [tennisclubs.ca](http://tennisclubs.ca). Any fee assistance granted will be available to you at the time of registration.

### DOES APPROVAL OF MY APPLICATION GUARANTEE MY PROGRAM CHOICE?

No. Registration for programs or membership is dependent on space availability.

### WHAT PROGRAMS ARE INCLUDED?

Every year, families can be approved to receive up to \$100 to put towards various programs, services and memberships at Blackmore Tennis Club. If the funds are not used before April 30<sup>th</sup>, they will be removed and no longer available.

**Please note that, as funds are limited, we cannot guarantee funding for all applicants who meet the application requirements.**

## APPLICATION PROCESS

### STEP 1: QUALIFY

To qualify for the fee assistance program, you must:

- Be a resident of Richmond Hill.
- Proof of residency will be required.
- Please submit 2 of the following: a recent utility bill, driver's licence, a lease agreement or a mortgage statement.
- Have a total net individual or combined family income that falls below the Low Income Cut Off (LICO) amounts, as per Statistics Canada.

- Adults (18+) must provide a recent Notice of Assessment from Canada Revenue Agency. If this is not possible, proof of financial status is required and must be authorized by a banking official.
- Understand that subsidy requests are subject to final approval by Tennis Clubs of Canada staff.
- Not be receiving funding from another source.

## STEP TWO: APPLICATION PROCESS

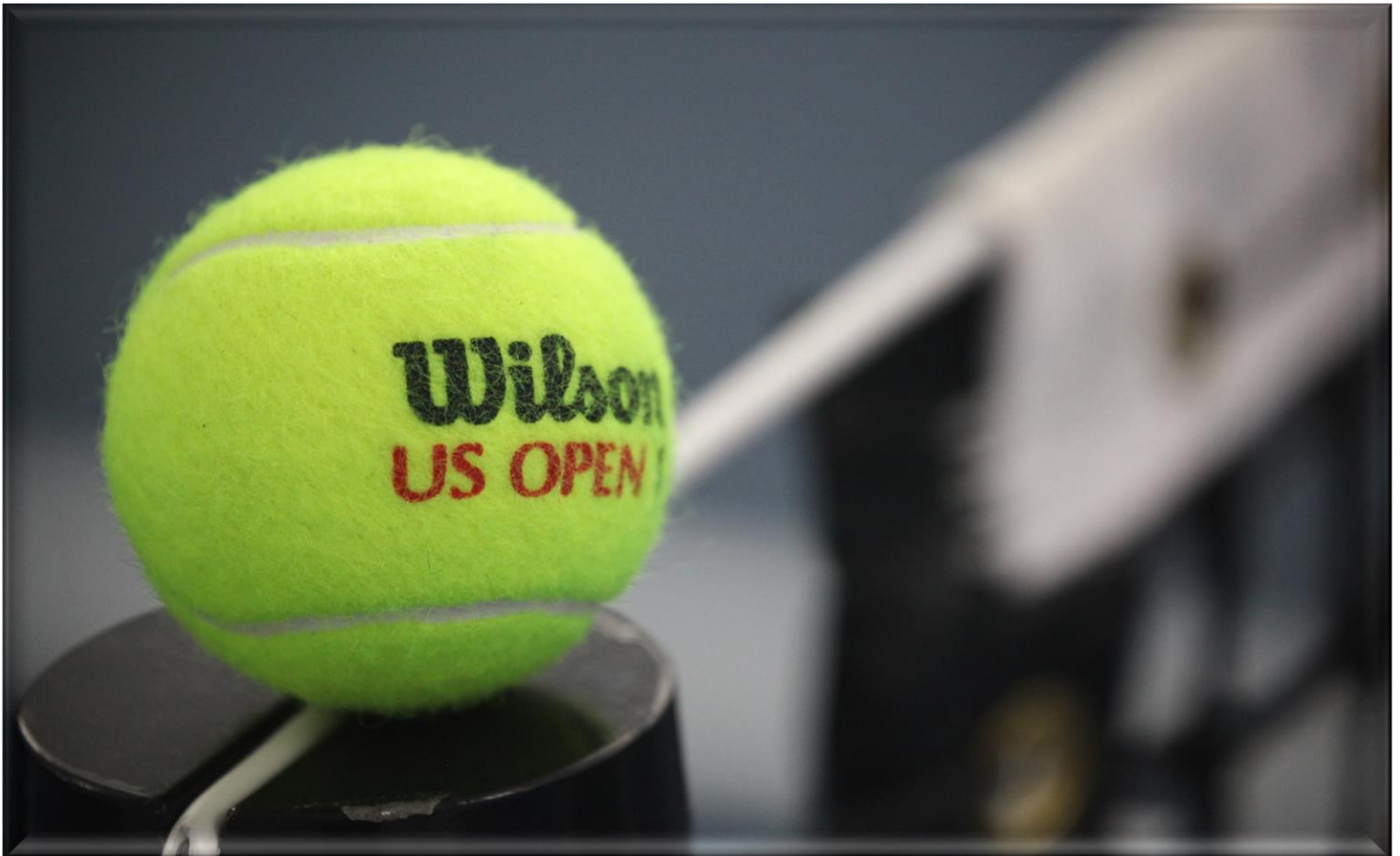
Submissions must include:

1. A completed fee assistance application form (located below)
2. All the required documentation, which includes:
  - Proof of residency
  - Notice of Assessment from Canada Revenue Agency or financial statement
  - Proof of identification of all members of the household (photo ID)

## STEP THREE: SUBMISSION

Submit your completed fee assistance application via one of the following methods:

- Drop-off or mail your application to Blackmore Tennis Club  
**Attention: Club Manager**  
114 Blackmore Ave, Richmond Hill, ON L4B 2B1
- Email your completed application to [btc@tennisclubs.ca](mailto:btc@tennisclubs.ca)
- Review process can take up to three weeks



*At Tennis Clubs of Canada, our Vision is to create players for life!*

# FEE ASSISTANCE PROGRAM APPLICATION FORM

## APPLICANT INFORMATION

Last Name	First Name	Date of Birth
Address	Apt. / Unit #	Postal Code
City	Province	
Main Phone	Email Address	<input type="checkbox"/> Male <input type="checkbox"/> Female

## SPOUSE / PARTNER

Last Name	First Name	Date of Birth
<input type="checkbox"/> Male <input type="checkbox"/> Female		

## CHILDREN

1. Last Name	First Name	Date of Birth
<input type="checkbox"/> Male <input type="checkbox"/> Female		
2. Last Name	First Name	Date of Birth
<input type="checkbox"/> Male <input type="checkbox"/> Female		
3. Last Name	First Name	Date of Birth
<input type="checkbox"/> Male <input type="checkbox"/> Female		
4. Last Name	First Name	Date of Birth
<input type="checkbox"/> Male <input type="checkbox"/> Female		

## DOCUMENTATION REQUIREMENT

**NOTICE OF ASSESSMENT(s)** is REQUIRED for ALL immediate family members that are adults (18 years+). This does not include roommates or other non-immediate family members. They must complete their own application, unless a full-time student. (Notice of Assessment is the form that the Canada Revenue Agency sends to all taxpayers after processing their returns. If you do not have a copy of your Notice of Assessment, it can be obtained by calling 1-800-959-8281).

I, \_\_\_\_\_, have completed this application form for the Fee Assistance Application and state that the information I have provided is true to the best of my knowledge. I agree to accept financial responsibility for the membership and/or program(s) myself and my family are registered in, should my application be denied.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Your personal information will be used only for the purpose for which it was collected. We prevent unauthorised access, disclosure, copying, use or modification of your personal information. Inquiries may be directed to the Manager at 905 886 4030.

## FOR OFFICE USE ONLY

Applicant ID verified	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Children ID verified	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Financial need verified	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Spouse ID verified	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Address verified	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Outcome	<input type="checkbox"/> Approved	<input type="checkbox"/> Declined

Processed by: \_\_\_\_\_

Date \_\_\_\_\_