



Fee Assistance Policy

Statement of Purpose

Perth East Public Library is committed to providing high-quality, affordable programs that are accessible to everyone. Therefore, financial assistance may be available to families or individuals demonstrating financial need through our Fee Assistance Program.

Procedure

- The applicant and their family are responsible for all expenses not covered by the fee assistance award.
- Completion of a fee assistance application does not guarantee fee assistance.
- Fee assistance may take the form of reduced or waived program registration fees or payments of fees by a local service group or individual.
- In the case where the Library Board requests payment of fees by a local service group or individual, the Library Board will not disclose to the service group or individual any information that may be used to identify the applicant.

Fee assistance application forms will be available on the Library's website at all times. All information submitted is confidential and will only be made available to the Library Board and used solely to determine eligibility for fee assistance and for no other purposes.

Eligibility

- Fee assistance will be considered only for residents of the Township of Perth East
- Financial assistance will be granted based on the need demonstrated by household income and/or extenuating circumstances (changes in employment status, family illnesses, etc.)

Application Review

- Applications for fee assistance will be reviewed in confidence by the Perth East Public Library Board at the next regularly scheduled Board meeting.
- Notification will be provided to the applicant in writing within three business days of the Board meeting.
 - In the event that an application is denied, the notification letter should clearly indicate the reason for denial.

Policy Type: Operational

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