Financial Aid Application

submitted applications must be submitted at least 30 days before your requested program date.

Submit your application by:
Fax: 503 239 7800
Email: register@OMSI.edu

Mail: OMSI Sales and Registration
1945 SE Water Ave
Portland, OR 97214

Please Fill Out Completely:

Organization Name: __________________________________________________________________________________________________________________________________________________________________________

Contact Person: _____________________________________________________________________________________________________________________________________________________________________________

Phone Number: ___________________________ Email Address: ______________________________________________________________________________________________________

School District: _________________________________________________________________________ County: ___________________________________________________________________________________________

Percent of Students Eligible for Free/Reduced Lunch: ________________________________________% Requested Program Date: ________________________________________________________________

Number of Students: ____________________________________ Number of Teachers: ____________________________________ Number of Additional Chaperones: _______________________________________

Estimated Total Program Cost: $______________________________________ Amount of Aid Requested: $__________________________________________________________________________________________

For what type of program are you requesting aid?  □ Field Trip  □ Camp-In  □ Outdoor Science School  □ Family Science Night  □ Traveling Program  □ Professional Development Workshop

Do you already have an existing reservation for this program?  □ Yes  □ No If yes, please list your order number: _____________________________________________________________________

Director or Principal Signature: _____________________________________________________________________________________ Date: ___________________________________________________________________

Print Name: ________________________________________________________________________________________________________ Title: ___________________________________________________________________

Please include the following with your application:

For Public Schools in Oregon or Washington: For All Other Groups:
□ Completed Financial Aid Application  □ Completed Financial Aid Application
□ Completed Registration Form  □ Completed Registration Form
□ Letter of Need on Letterhead

Please Note Your Application Will Not Be Processed Until We Have Received All Requested Materials.

OMSI is committed to providing excellent experiences through its programs and services to all individuals regardless of economic status. Toward this goal, OMSI secures and manages funds to assist needy schools and organizations in meeting the expenses associated with such programs and services.

Please Keep the Following Information in Mind:

• In order to be eligible for aid, public schools in Oregon and Washington must be considered Title I (40% or more of students qualify for the federal free and reduced lunch program.) Organizations that do not meet this criterion must submit an additional letter of need written on school or organization letterhead and signed by the principal or director.

• Financial aid applications may take up to two weeks to process. If you would like to proceed with your reservation regardless of whether or not you receive aid, please contact the Sales and Registration office at 503-797-4661 or by email at register@omsi.edu to finalize your reservation.

• Once your application has been processed, you will receive an award letter by email. Once you have received your award letter, you will need to contact the Sales and Registration office within 5 business days to accept your award. If you do not contact us within 5 business days, your award will be released for use by another group.

• Several criteria, including total group size and the total cost of the program, are used to determine awards. Please keep in mind that changes to your number of participants or to the programs you have selected may result in changes to your award.

• OMSI is fortunate to be able to offer scholarship funds due to the generosity of many donors. If you receive a financial aid award, we strongly encourage you send a letter of thanks to the donor(s) who provided the funding for your award and to complete a survey about your experience. Our ability to provide future funding is dependent on maintaining good relationships with our donors, and your assistance in this matter is greatly appreciated.