

City of Aurora



Human Resources | Training & Development | Civil Service
44 E. Downer Pl. | Aurora, Illinois 60507-2067
Phone: (630) 256-3430 | Fax: (630) 256-3439 | [Web: www.aurora-il.org](http://www.aurora-il.org)

Hardship Request Form

The City of Aurora has a limited number of scholarships available for each testing phase. Upon acceptance of this scholarship, the testing results are only valid for the City of Aurora, IL Police Department, and your test results will not be forwarded to other police agencies. Receiving a scholarship has no bearing on your scoring or testing outcomes. If you have any questions, please call the Human Resources Department at (630) 256-3430.

Name: _____

Mailing Address: _____

City, State, ZIP: _____

Phone Number: _____

Email: _____

Reason for Request: _____

Please return this form with required* documents via email, fax, or mail as soon as possible to:

City of Aurora, IL – Human Resources
44 E. Downer Pl.
Aurora, IL 60507
civilservice@aurora.il.us
Fax: (630) 256-3439

*Documentation of 13 weeks of income for you and your spouse (if applicable) must be included with this form to request scholarship

Scholarship Eligibility Criteria

Who is eligible?

Applicant eligibility for the testing scholarship is determined by the same income guidelines, with the same limits based on household size, that are used by the U.S. Department of Agriculture for the federal free meals program.

The process:

1. Applicant submits waiver request form, including supporting documents via email or fax (ASAP). Documents required: last 13 weeks of income for applicant and spouse (if applicable).
2. Income is added up. If the total does not exceed 185% of the Federal Poverty Line (FPL), applicant is eligible for the scholarship.
3. Processing can take up to 3 business days. Applicant will be notified via phone and email of approval. Applicant will be given a code to enter after registering on the NTN testing site.

Other income: if you have other forms of income, please provide canceled checked for outside financial aid, notarized letter from person giving monthly aid, or documents which show the amount of income received and the date it was received.

No income: if you have no income, please provide a letter explaining how you provide food, clothing, and housing for your household.

Federal definition of income:

Income is defined as any monies earned before any deductions such as income taxes, social security taxes, insurance premiums, charitable contributions, and bonds. It includes the following: (1) monetary compensation for services including wages, salary, commission, or fees; (2) net income from non-farm self-employment; (3) net income from farm self-employment; (4) income from estates or trusts; (5) dividends or interest on savings or bonds or income from estates or trusts; (6) net rental income; (7) public assistance or welfare payments; (8) unemployment compensation; (9) government civilian employee or military retirement or pensions or veteran payments; (10) private pensions or annuities; (11) alimony or child support payments; (12) regular contributions from persons not living in the household; (13) net royalties; and (14) other case income. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust, accounts, and other resources which would be available to pay the price of the free required for testing.

***** Please allow 5 business days for processing *****