



POLICY TITLE:
Tuition Relief

Policy Created: 09 February, 2016

Review and Board Approval: 27 May, 2022

Next Board Review: 18 October, 2023

BACKGROUND

Payment of education tuition expenses is the responsibility of the parents of the students. Parents with limited economic resources who are unable to pay the complete tuition costs may apply for tuition relief through our bursary program. Some families, however, may face a change in circumstances (e.g. job loss), which may make continued full tuition payments very difficult. Therefore, they apply for emergency tuition relief through Summit West Independent School.

POLICY

Summit West Independent School (SWIS) may extend a tuition relief subsidy to families, based on financial need, personal circumstances, and funds available.

PROCEDURES

SWIS may establish a tuition subsidy bursary fund. The Board of Directors will review all bursary applications that are between 31% and 60% of the total tuition and make recommendations to the Chief Operating Officer and Executive Director. The Executive Director and Chief Operating Officer are authorized to approve bursary applications up to and including 30% of the total tuition. The Executive Director shall receive applications in the spring of each school year for the upcoming school year and submit all documents to the Board of Directors for review. Applications submitted after April 30th will be processed by the Board of Directors between one-two months after receiving the application. The Board of Directors will not process applications during the summer months or in December.

1. Application

- 1.1. Only members in good standing of the Summit West Independent School may apply for tuition subsidy.
- 1.2. Requests for tuition subsidy shall be directed to the Chief Operating Officer and Executive Director. They will explain the process and make application forms available to the applicants.
- 1.3. A family may make an application for tuition subsidy either for the upcoming school year (preferably by February of the previous year), or at any time during the year in case of change in circumstances.
- 1.4. Tuition relief is available only for that year's tuition (i.e. not for any arrears owing), on a year-by-year basis.
- 1.5. An application for tuition subsidy shall include the following:
 - a. a letter requesting tuition assistance;
 - b. an application form including family budget information;
 - c. the family's most recent Revenue Canada Notice(s) of Assessment;
 - d. a letter of support from the administrative team.

2. Review Process

- 2.1. The Chief Operating Officer and Executive Director shall interview the parents prior to any recommendation to the Board of Directors on the granting of tuition relief.
- 2.2. The Chief Operating Officer and Executive Director will make individual recommendations based on the general conditions in point 3 below.
- 2.3. The entire application will be reviewed by the Board of Directors and recommendations for tuition relief will be provided to the Chief Operating Officer and Executive Director.

3. General Conditions

The following conditions will guide the Board of Directors in recommending in favour or against an application for tuition relief, and in setting a suitable amount:

- 3.1. Under no circumstances will full tuition relief be made available. Members must make some additional commitment and contribution to tuition payment.
- 3.2. Except in extraordinary circumstances, the maximum amount of tuition relief that can be granted is 60% of tuition.

- 3.3. The Board of Directors in assessing the application will consider the following criteria:
 - a. family commitment to pay as much tuition as possible;
 - b. previous behaviour and academic performance in the school and long term involvement;
 - c. parent(s)' commitment to meeting volunteer hours;
 - d. any other relevant criteria to be established by the committee.
 - e. letter of support from principal and/or teachers.
- 3.4. Families who are applying for tuition relief for a second or further year are expected to increase their level of financial support every year.
- 3.5. Failure to keep tuition accounts up to date will result in refusal of future year's tuition relief until arrears have been paid.

4. Notification

The Chief Operating Officer or Executive Director will provide written notification of the results within one month of application.

5. Appeal Procedure

- 5.1. Applicants not approved for tuition relief may not appeal the decision. The decision made by the Board of Directors is final.

CONFIDENTIALITY

The information provided to the Chief Operating Officer, Executive Director, and Board Members will be kept confidential and will be used solely for processing the application. The Bursary Application will be kept on record for one full year after the student has completed their schooling or withdrawn from the school.

6. Redacting personal data in compliance with FOIP regulations. 6.1 Redacting refers to the process of editing a document to conceal or remove confidential and/or personal information before disclosure to maintain confidentiality during the bursary review process.

6.2 The Chief Operating Officer will be responsible for redacting personal information on all bursary documents prior to submitting to the Board of Directors for review.

6.3 Each application will be provided with a file number rather than utilizing names to ensure privacy and confidentiality.