



POLICY TITLE:
Tuition Relief

Board Approval: February 9, 2016
Board Review:

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 receive assistance through their community or through designated gifts to the Tuition Partner program. Some families, however, do not have access to such a support base, or may face a change in circumstances (e.g. job loss), which may make continued full tuition payments very difficult. Therefore, the Summit West Independent School may set aside a portion of its budget to extend tuition relief to families in need.

POLICY

Summit West Independent School 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 Executive Director is authorized to distribute this fund, but may not exceed the total budgeted amount. The Executive Director shall receive applications in the spring of each school year for the upcoming school year and review such applications as a received by the business office.

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 Business Office. The Executive Director will explain the process and make application forms available to the applicants.

- 1.3. A family may make 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. A new application must be made for each separate school year.
- 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. written permission for the business office to conduct a credit check.

2. Interview

- 2.1. The Executive Director shall interview the parents prior to any recommendation to the Board of Directors on the granting of tuition relief.
- 2.2. The Executive Director will make individual recommendations based on the general conditions in point 3 below.

3. General Conditions

The following conditions will guide the Executive Director 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 Executive Director in assessing the application will consider the following criteria:
 - a. parent(s)' gross income scale;
 - b. family commitment to pay as much tuition as possible;
 - c. previous attendance in the school and long-term involvement;
 - d. parent(s)' commitment to school activities and volunteering if possible;
 - e. any other relevant criteria to be established by the committee.
- 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. Staff Application for Tuition Relief

Due to the nature of other policies for assistance, special consideration will be given to Staff members who apply for assistance under this provision of the program on an annual basis. We value the participation of our staff members, and wish to provide relief where applicable and required, and stewardly to do so

- 4.1. The program will involve the same application steps as all other applicants, and will be marked as Staff for ease of review
- 4.2. An allocation of funds ranging from \$1200 to \$2000 will be made available, and be based on the percentage of FTE that their job is based upon

- 4.3. This process will become an annual application and review cycle, and will not automatically renew.

5. Notification

Business Manager will provide written notification of the results within one month of application.

6. Appeal Procedure

- 6.1. Applicants not approved for tuition relief may appeal the decision in writing to the Board of Directors
- 6.2. The Board of Directors may decide an additional interview is required.
- 6.3. This is the final appeal in writing to the Board. The Executive Director recommendations and grounds will be made available to the Board. The Board of Directors may decide to appoint two Board members to re-interview applicants and make recommendations to the full Board.
- 6.4. The Board Treasurer will notify the applicants in writing of the results of the appeal.

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