



St. Joseph's Elementary School

Bursary Application Process

St. Joseph's Parish has instituted a bursary program in order to support parishioners who desire a Catholic education for their children, but who find it difficult to manage the cost of tuition. In order to ensure an equitable distribution of funds, families who would like assistance must make formal application. The committee will consider all applications and provide support accordingly.

Please note that the parish is offering support only to parishioners who are applying to St. Joseph's School for the first time, and only for tuition. Each family is responsible to cover all registration fees, supplies and any parent participation fees.

Applications for financial assistance will be submitted in confidence to the Bursary Committee for consideration. Please be assured that all applications will remain confidential and will only be seen by members of this committee.

Applications must be submitted every year for consideration. The availability of funds will dictate the amount of assistance that can be provided. The goal of the Bursary Committee is to support as many families as possible, and so the amount of assistance will not equal the full tuition fees. It is expected that families will contribute to the tuition fees as well.

In order to apply for the bursary, families must complete the attached forms and submit them to the parish office. Please note that the forms will be destroyed at the end of every school year, in order to maintain confidentiality and privacy.

We look forward to supporting our parish families in their quest to raise their children in the Catholic faith, by welcoming them to St. Joseph's School.



BURSARY APPLICATION FORM: ST. JOSEPH'S PARISH

The information given to the Bursary Committee is CONFIDENTIAL. The collection, use and disclosure of personal information is subject to the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, use or disclosure of this information, please contact Father Vincent.

Bursary applications are to be returned to the parish office, to the attention of the Bursary Committee. Only one application is required per family.

Please note: a copy of your 2017 Canada Revenue Agency Notice of Assessment and a copy of your 2018 CRA tax return must be attached. Please keep a copy of all of these documents for your records.

A. FAMILY INFORMATION

Applicant's Name: _____

Address: _____

If residence is rented, what is your monthly payment? _____

If residence is owned, what is your monthly mortgage payment? _____

Phone Number: _____ Email: _____

Envelope Number: _____ Number of family members in the household: _____

Marital status: Married Widowed Divorced Separated Single

B. FINANCIAL INFORMATION

Current employment:

Father's employer: _____

Mother's employer: _____

Sources of Family Income (pre-tax, salary or wages, disability, interest, rental, dividends, child tax benefit, child support, etc.)

Father:

- 1. _____ \$ _____ monthly
- 2. _____ \$ _____ monthly
- 3. _____ \$ _____ monthly
- 4. _____ \$ _____ monthly

Mother:

- 1. _____ \$ _____ monthly
- 2. _____ \$ _____ monthly
- 3. _____ \$ _____ monthly
- 4. _____ \$ _____ monthly

Total Sources of Family Income: \$ _____ monthly

ALLOCATION OF FAMILY INCOME:

- 1. Mortgage/Rent/Property Taxes: \$ _____ monthly
- 2. Household expenses (food, utilities, etc.) \$ _____ monthly
- 3. Personal expenses (including clothing) \$ _____ monthly
- 4. Transportation (gas, vehicle lease, bus, etc.) \$ _____ monthly
- 5. Any other tuition fees (high schools, preschools) \$ _____ monthly
- 6. Other (RRSP, TFSA, etc.) _____ \$ _____ monthly
- Total:** \$ _____ monthly

LEFTOVER INCOME AFTER EXPENSES \$ _____ monthly

REQUIRED SUPPORTING DOCUMENTS (please put a check to indicate that they are included)

- Copies of your most recent Notice of Assessment from Canada Revenue Agency
- Copies of your most recent CRA tax return
- Other documents that support your request (letter outlining family circumstances)

PAYMENT INFORMATION

Our family is able to pay a total of \$ _____ per month for 10 months (September to June) toward the cost of our children’s tuition.

PRIVACY POLICY

Our family consents to the Bursary Committee of St. Joseph’s Parish collecting, using and disclosing the information in this document for the purposes of determining our financial status and assessing our need for financial assistance. The Bursary Committee may conduct credit checks and reference checks about us.

SIGNATURES OF APPLICANTS:

Signature of Mother

Date

Signature of Father

Application will not be considered unless it is complete, and all required documentation is included.