



TUITION ASSISTANCE FUND POLICY

1. PURPOSE

- a. The Tuition Assistance Fund is established to provide financial assistance to those families and/or guardians who are financially unable to pay the whole cost of tuition for their child(ren) to attend Thunder Bay Christian School. Where possible, no one will be denied Christian education for financial reasons.
- b. Tuition Assistance is intended to be the last resort for families who have exhausted every other avenue of assistance.

2. COMMITTEE MANDATE

- a. The Tuition Assistance Fund will be administered by the Finance Committee.
- b. The Finance Committee will approve applications for assistance using the guidelines outlined under "Procedures".
 - a. A separate bank account will be maintained to receive funds and to disburse grants to the School Society, on behalf of the successful applicants.
 - b. All information will remain confidential and will be available only to the Finance Committee, and the school treasurer.

3. ELIGIBILITY

- a. For new parents, no assistance in their first year.
- b. Basis for granting assistance:
 - I) the situation is temporary
 - II) the tuition assistance form is completed
- a. Assistance is granted for no more than one year at a time.
- b. The maximum given shall not exceed more than 25% of tuition.
- c. The amount of assistance will be subject to the availability of funds.

4. PROCEDURES

- a. Applicants must complete the Tuition Assistance Application form.
- b. A new application form is required for each year that assistance is required.
- c. All applications shall be reviewed and decided upon by the Finance Committee as a whole.
- d. The greater the amount of Tuition Assistance requested, the greater the amount of financial disclosure required.
- e. In some instances, a visit by Finance Committee members may be warranted.
- f. The Society treasurer will keep a record of those receiving assistance, and the amount given.



Tuition Assistance Application Form

NAME: _____

PHONE NUMBER: _____

ADDRESS: _____

CITY: _____

POSTAL CODE: _____

1. How many children live in your home? _____
2. How many children in your family will be, or are attending Thunder Bay Christian School? _____
3. Your family's gross combined income per T4 slips and/or other income:

4. How much are you able to contribute? _____
5. What other possible sources of assistance have you pursued?

6. Please explain why you are applying for tuition assistance?

Dated

Signature

FOR COMMITTEE USE ONLY

Membership Status: _____

Finance Recommendations: _____

Committee Approval: _____

Signed: _____