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## **PROGRAM FEE SUBSIDY POLICY**

### **POLICY**

The ACSCS has a Program Fee Subsidy program available, on a “first come first served” basis, to families that meet the qualifying criteria to provide short term support for Program Fee payments.

### **INTRODUCTION**

The ACSCS recognizes that Program Fees can pose a financial burden and that from time to time some families may find themselves in financial distress, leaving them unable to pay for Christian education and cover their own basic needs. As a community of faith, the ACSCS wants to help and support its members within the school body. To provide short-term support to those families in need, The ACSCS will allocate a portion of its annual operating budget to subsidize the Program Fees for those families in the greatest need.

### **BACKGROUND**

The ACSCS Subsidy Policy is not intended to embarrass or shame those families requesting and truly in need of financial support. However, the ACSCS has an obligation to all of its families to ensure that the ACSCS resources are properly cared for and that the Program Fee Subsidy is allocated only to those facing the most serious need. To ensure that a subsidy request is properly considered, families will be required to complete a financial disclosure form, and provide proof of income. In keeping with the short term nature of the Program Fee Subsidy program, families will need to demonstrate that their need is temporary, and that they will be able to cover their Program Fees as the subsidy is reduced, and eventually eliminated.

### **GUIDELINES**

1. Each family requesting a subsidy must complete, in full, a subsidy application including the following information and documentation:
  - a. A cover letter explaining the family’s situation, specifying the exact amount of assistance they require, their plans to restore their own financial capability to cover their Program Fees in the future, and the efforts made to appeal to other avenues of support (family, church, other supporters), prior to applying for Program Fee Subsidy.
  - b. This letter must also specify that they have read, understood and agree with the terms of the Program Fee Subsidy Policy.
  - c. Personal household budget, detailing income and expenses, including a net worth statement.
  - d. Income must be verified by attaching a copy of the previous year’s Notice of Assessment from the Canada Revenue Agency, and a copy of most recent payroll information.
2. All school families must pay the full Registration Fee, Capital Contribution and any other associated levies. No subsidies or waivers will be granted for these fees.
3. No subsidy requests will be considered until the Registration Fee, Capital Contribution and other associated levies have been paid in full.
4. Incomplete subsidy requests will be returned to the family and will not be processed until they are returned in a completed format.

5. Families receiving Program Fee Subsidy are required to immediately advise the ACSCS Business Office in writing of any significant change in their financial situation. Should extra income become available to a family, the ACSCS expects that reducing the ACSCS subsidy allowance should be a priority for that family.
6. Subsidy applicants are required to annually undergo an interview and provide an updated disclosure of financial situation to two representatives from the Finance Committee to verify the need for subsidy and ensure the family requesting subsidy understands their obligations to the school and the school's policy on subsidies.
7. To ensure all incoming families are able to meet their Program Fee obligations before entering TCS, no Program Fee subsidies will be granted to first year families. Those families whose first year at TCS is Kindergarten will be required to complete two full years at TCS (Kindergarten and Grade 1) before being eligible for Program Fee Subsidy.
8. The maximum subsidy amount that TCS will provide is 50% of school Program Fees. Repeat Program Fee Subsidies will be considered, but annual Program Fee Subsidies will be reduced according to the following schedule:
  - a. Year 1 – 50% (Maximum)
  - b. Year 2 – 40% (Maximum)
  - c. Year 3 – 30% (Maximum)
  - d. Year 4 – 25% (Maximum)
9. Subsidies are granted on a 12 month cycle, commencing with the date of the first subsidy payment.
10. No subsidy will be granted until Program Fee arrears from previous year(s) are paid in full. The deadline for payment of financial arrears is June 30 of that school year. Families will not be permitted to register for the following year until arrears have been resolved.
11. The maximum duration a family may receive subsidy is 48 months.
12. The maximum gross income a family can earn and still qualify for subsidy support is \$60,000 per year for families with one child and \$67,500 per year for families with two or more children in TCS.
13. In cases of marital breakup, the Program Fee Subsidy will be given based on the income of the parent(s)/guardian(s) responsible for paying the Program Fees. If Program Fee costs are shared, a subsidy applicant would only be eligible for the pro-rated portion of the Program Fee costs. Program Fee Subsidy requests during the period between separation and final divorce settlement will be considered on a case by case basis.
14. Subsidy requests will be reviewed and processed by the Finance Committee and approved by the Board on a first-come first-served basis until the current year's subsidy budget has been fully allocated.
15. At its discretion, the Board may transfer any surplus in the Subsidy account at the end of a fiscal year to the Program Fee Relief Fund.
16. Families have the option of making a request to the Board that falls outside of these guidelines, and present their case for why an exception to the standard policy should be made for their situation.

## **PROCEDURES**

1. Every Program Fee Subsidy applicant is required to complete a financial disclosure form, and participate in an interview with two representatives of the Finance Committee, who in turn make their recommendation to the ACSCS Board.

## **DEFINITIONS:**

1. Gross Income – Box 150 on the CRA T1 General Tax Form