



TUITION ASSISTANCE POLICY S-18

Statement of Policy

Choice School is committed to providing a tuition assistance program to help parents who otherwise would be unable to cover the complete cost of enrollment for their child. The tuition assistance program is self-funded by the School and recipients of assistance are determined annually within the School's annual budget and affordability constraints.

Policy Guidelines for the Principal

The Principal holds decision making authority on tuition assistance approvals providing they fall within the following guidelines:

- Tuition Assistance for returning students must be applied for and approved prior to 1st September.
- Any student commencing instruction prior to Apple Financial Services' tuition assistance recommendation being received and approved is subject to the full payment of tuition and fees per the School's payment policy. Such payments may be adjusted retroactively should a tuition assistance recommendation be subsequently received and approved.
- A tuition assistance approval for a previous school year is not grounds for granting tuition assistance for a following school year. A separate annual application, evaluation and approval process must be followed for each individual school year.
- No more than 10% of the enrolled students may be approved for tuition assistance within a school year.
- The tuition assistance percentage applied per student must be in the range of 10% to 50%.
- An approved tuition assistance percentage is applicable only to the cost of tuition and not the total cost of enrollment.

Policy Guidelines for the Board of Directors

Any tuition assistance recommendations for a student's family that fall outside of the above Guidelines for the Principal should be brought to the attention of the Board Chair who will bring the item forward for discussion with the Board.

The Board will evaluate the affordability of such individual tuition assistance requests and consider the following factors in deciding on whether to approve tuition assistance for that student for the specific school year:

- The incremental cost of adding and supporting that individual student in the school.
- Whether there is capacity for adding that individual student in a particular grade/class.
- Any other relevant factors related to that individual student.



Choice School Policy Manual

Procedures for Policy S18, Tuition Assistance

Tuition assistance applications are received and evaluated confidentially and independently by Apple Financial Services (AFS). The information concerning the application process is provided to the family by the Principal. Following evaluation, AFS provides a report to the school defining whether tuition assistance is justified and if so, at what recommended percentage level. A student must be accepted for enrollment prior to a tuition assistance application being made. All information regarding an application is maintained in the strictest confidence by the school.