



**RICHMOND  
CHRISTIAN  
SCHOOL**

EST. 1957

<b>POLICY NUMBER AND NAME:</b> <b>06.03.01 TUITION ASSISTANCE</b>	<b>SECTION: 06 – FINANCE AND ADMINISTRATION</b>
	<b>VERSION: 5.0</b>
	<b>LAST REVISION DATE: MAY 26, 2025</b>
<b>ADOPTED: DECEMBER 10, 2012</b>	<b>REVIEW FREQUENCY: EVERY 3 YEARS</b>

### **PURPOSE**

Tuition assistance is made available under this policy to assist students entering (or currently enrolled at) RCS whose family is unable to fulfill their tuition obligation for the next school year due to temporary hardship for up to a total of 5 years.

The Tuition Assistance Committee is guided by the Tuition Assistance Policy when making decisions about tuition assistance requests.

<b>REVIEW HISTORY</b>		
<b>DATE</b>	<b>VERSION</b>	<b>CHANGES</b>
JUNE 3, 2019	3.0	
FEBRUARY 28, 2022	4.0	
OCTOBER 19, 2024	4.1	RE-CLASSIFICATION FROM 06.03 TO 06.03.01 TO ACCOMMODATE NEW 06.03 TUITION POLICY
MAY 26, 2025	5.0	ADDITION OF ITEM 1.B; REVISION TO ITEM 3.D.III

## 1. GUIDELINES

- a. The funds will be dispersed based on the guiding principles as demonstrated by Christ's compassion for those in need.
- b. The total amount of tuition assistance that a family can receive is limited to a cumulative total of five (5) years, whether it be in consecutive or non-consecutive years, subject to the Tuition Assistance Committee (TAC) approval. Exceptions to the 5 year cumulative limit will be reviewed and subject to TAC approval on a case by case basis.

## 2. APPLICATION ELIGIBILITY

- a. Tuition assistance is available for students enrolled in Kindergarten through Grade 12. Visa students are not eligible for tuition assistance.
- b. New families may apply for Tuition Assistance during the interview process prior to acceptance into RCS. This application will not impact the enrollment process but is essential for ensuring that the community can adequately meet the needs of the student(s) should they be accepted.
- c. Tuition Assistance may be withdrawn upon written notice contingent on good standing of the student both in and out of school and cooperative attitude by the family.
- d. If the student receiving tuition assistance withdraws or is expelled from RCS during the year, all unused portions of the tuition assistance will be retained and/or returned to RCS.
- e. Tuition assistance will only continue if tuition payments are up to date. Tuition assistance application for the following year will only be accepted if the current year's tuition is up to date.

## 3. APPLICATION PROCEDURE

- a. Families of students currently enrolled or students entering RCS must complete an on-line application for Tuition Assistance for the following school year by the application deadline as determined by the school.
  - i. The Tuition Assistance Application is available online on the school website at [myrcs.ca](http://myrcs.ca).
  - ii. All applications require financial information from both parents/guardians.
  - iii. Submission of tax information for the prior year as per application deadline.

- iv. Only completed applications including relevant tax information will be reviewed.
  - v. The applicant will be notified of any missing information via email. Email will be used as the primary means of communication on tuition assistance matters.
  - vi. Student's social insurance number will be provided to RCS upon approval of the tuition assistance application for tax reporting purposes.
- b. The Committee will meet and notify all applicants by June 30.
- c. Families can still apply for assistance after the deadline in section 7, but only with the understanding that financial assistance may not be available after the Tuition Assistance Fund has been fully allocated. Applications received after the deadline in section 7 will be considered late.
- i. Upon the completion of the application and submission of tax information, the Committee will provide a decision on late applications to the business office by September 30 and January 31.
  - ii. Committee decisions will be forwarded to the Business Office promptly and the Business Office will notify applicants within one (1) week.
- d. Applications will be reviewed by the Committee based on the affordability of tuition as determined by the applicant's financial situation. The amount of the family tuition assistance that will be awarded is based on the following criteria:
- i. the number of applicants in any given year
  - ii. the funds available in the Tuition Assistance Reserve Fund
  - iii. the number of years the family has received Tuition Assistance (up to a *cumulative* total of 5 years), and
  - iv. any other reasonable factors that the Tuition Assistance Committee members consider relevant.
- e. Tuition assistance, if granted, applies only for the current school year the grant is received and is non-renewable. A separate application form must be completed for each school year.
- f. Tuition assistance, if granted, will accrue on a monthly basis.
- g. For late applications completed after September 1 tuition assistance, if granted, will apply to the monthly payments for the remainder of the school year.

