



**RICHMOND
CHRISTIAN
SCHOOL**

== EST. 1957 ==

POLICY NUMBER AND NAME: 03.07 TUITION ASSISTANCE COMMITTEE – VERSION 2.0	RESPONSIBILITY	BOARD	SUPERINTENDENT	SLT
		D	I	IN
SECTION: 03 - COMMITTEES	LAST REVISION DATE:			
ADOPTED: DECEMBER 12, 2012	REVIEW FREQUENCY: EVERY 3 YEARS			

PREAMBLE

- The Tuition Assistance Committee serves to evaluate the annual applications for Tuition Assistance made by RCS families requiring tuition relief in order to maintain their enrolment at Richmond Christian School.
- The Tuition Assistance Committee will meet each June, or as otherwise required from time to time, to review the Tuition Assistance applications and determine how many can be honoured.
- Tuition assistance is available for families of current RCS students who are experiencing financial difficulties on a short term or long term basis.

REVIEW HISTORY		
DATE	VERSION	CHANGES

1. MEMBERSHIP

- a. The Tuition Assistance Committee shall consist of a minimum of three (3) members at least one of which shall be a Board Member. The two members can be drawn from the school community but cannot include an employee of Richmond Christian School or spouse of an employee.
- b. Committee members must handle each application with the strictest of confidentiality.
- c. It is strongly recommended that no one from the FARM Committee should sit on the Tuition Assistance Committee.

2. GUIDING PRINCIPLES

- a. The Committee will base their decision on prayer and compassion:
 - i. Have a "servant" attitude (Philippians 2:4-5) "Your attitude should be the same as that of Christ Jesus... taking on the very nature of a servant".
 - ii. Show our love by actions and not just words (I John 3:17-18) "If anyone... sees his brother in need but has no pity on him, how can the love of God be in him?... let us not love with words or tongue but with actions and in truth".
 - iii. Be compassionate (I Peter 3:8) "... live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble".
 - iv. (Proverbs 14:21) "... blessed is he who is kind to the needy".
 - v. Give confidentially (Matthew 6:3) "... when you give to the needy, do not let your left hand know what your right hand is doing".
 - vi. Back up our faith by our deeds (James 2:14-17) "... faith by itself, if it is not accompanied by action, is dead".
- b. All Tuition Assistance applications will consider:
 - i. The number of children enrolled (number of students requesting aid)
 - ii. Total family income
 - iii. Net worth
 - iv. Housing costs (cost of living in our area)
 - v. Significant health related expenses (of student or immediate family member living with him/her)
 - vi. Employment in full-time Christian ministry
 - vii. Single parent with child support concerns

- viii. The family's previous payment history

3. **PROCEDURE**

- a. Tuition Assistance applications may be via a manual process or an online process as determined by the Committee.
- b. Only completed applications including relevant tax information will be reviewed. All completed applications received by the April 1st deadline together with the immediate preceding year's tax information by May 10 will be reviewed in June.
 - i. The applicant will be informed of missing information via email.
- c. The Committee will meet in June to review all complete applications.
 - i. Tuition Assistance Committee decisions will be forwarded to the Business Office within 5 business days of the meeting date.
 - ii. The Business Office will notify applicants by June 30.
- d. The Committee will provide a decision on late applications to the business office within six (6) weeks of its receipt by the Committee.
 - i. Committee decisions will be forwarded to the Business Office promptly and the Business Office will notify applicants within one (1) week.

4. **MEETINGS**

The Committee may be asked to review additional applications periodically throughout the school year, as needs arise.