Teaching our children to recognize their place in God's World

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### **LHCS Statement of Purpose**

We believe it is our responsibility as Christians to raise children in the light of God's Word. The education of children must be Christ-centered, equipping them to become responsive disciples of Christ who seek the will of the Lord in all aspects of life.

### **LHCS Mission Statement**

Kitchener-Waterloo Christian School Society advances dynamic, excellent Christ-centered education through unconstrained facilities, exceptional programs, and extensive resources that cultivate responsive disciples of Christ.

### **LHCS Vision Statement**

As a diverse community, Kitchener Waterloo Christian School Society intentionally engages God's world, locally and globally, through distinctive educational programming, strategic partnerships and sustainable growth.

Effective Date: January, 2006 Review Date: May, 2015
Revision Date(s): May, 2010 Committee: Finance Committee

# Policy 307 – Financial Assistance Policy

### History

In recent years, the Ad Hoc Tuition Review Committee was tasked with investigating ways of making Christian Education as accessible as possible. The result of their efforts was to present a tuition structure to the membership that included an ability based component. Feedback from the membership showed that although there was a high degree of support for the concept of helping those in need, there was much less support for the disclosure of information required in for an ability based component.

As such, the Finance Committee created the Ad Hoc Tuition Affordability Committee to investigate other ways to help those in need while avoiding the concerns that had been previously raised. The Ad Hoc Committee determined there was a need in the membership to keep tuition affordable and a desire in the membership to maintain a level of affordability. This created an opportunity for our community to fulfill the biblical mandate to support those in need through the establishment of a Financial Assistance Fund. It was also determined that such a fund would help increase membership and predictability of tuition revenue.

### Summary

Collecting Fees

- 1. An annual financial aid fee will be added to the fees that are collected from all parents that enroll their children at Laurentian Hills Christian School. These fees will be used to provide financial aid to those parents that demonstrate need.
- 2. A Financial Aid Administrator and a Financial Aid Committee (all approved by the Board) will disburse those funds annually.

# **Details of Financial Assistance Fund**

The fee is included as separate line item as part of tuition fees. This payment is non-refundable and payable up front.

### **Financial Aid Administrator**

The Financial Aid Administrator (FAA) is someone who is familiar with and has the respect of the community. Ideally, the FAA does not currently enrol children in the school, but that is not a requirement. The FAA is appointed for a 3 year term, renewable once. Ordinarily, the FAA should not be the Treasurer. The Treasurer is responsible for the fiscal viability of the school. The FAA is responsible for disbursing financial aid.

### **Financial Aid Committee**

The Financial Aid Committee (FAC) is made up of 2 or 3 persons, in addition to the FAA. Each person is approved by the Board for a 3 year term, renewable once. The terms are staggered, so that ordinarily, only one FAC member (including the FAA) is retiring in one year. The FAC reports to the Board.

### **Disbursement of Funds**

Ordinarily, up to 70% of the funds can be disbursed before the beginning of the school year. At least 30% of funds are held back a) to handle needs that arise unexpectedly during the year and b) because the exact number of parents enrolling their children is unknown before school starts. Ordinarily, no more than 85% of the funds are disbursed before January. It is hoped that 100% of the funds are disbursed each year. Surpluses are held over for use in the following year. The FAC may recommend to the Board that the financial aid fee be raised or lowered based on experience and need.

## Eligibility

Parents requesting funds are asked to disclose information regarding their financial status. See accompanying application forms for details. Parents are eligible to have up to 1/3 of their tuition paid by the FAC. Reductions beyond 1/3 of tuition may be considered in exceptional circumstances. Parents receiving financial assistance must remain current on their tuition payments. Parents with prior year tuition arrears are ineligible to apply for financial assistance.