



Quinte Region Christian Schools TUITION BURSARY GUIDANCE DOCUMENT

1. A Tuition Bursary is intended to assist families who require financial assistance.
2. Tuition Bursaries are intended to ensure accessibility to quality Christian education for families that are committed to the vision and mission of Quinte Region Christian Schools. Families who require a Tuition Bursary must complete the application process each year.
3. Tuition-paying parents or guardians (assignees) who are responsible for the tuition of students enrolled at Quinte Region Christian Schools (QRCS) may apply for a Tuition Bursary using Financial Assistance for Student Tuition (FAST).
 - FAST is an online service provided by ISM that collects and summarizes a family's financial and family data for use by QRCS in determining eligibility.
 - The Christian School Foundation requires families to apply through FAST for the family to be eligible for the Partnership Scholarship.
 - Eligible bursary amounts are inclusive of any other bursaries including the Small School Bursary or available support through the Christian School Foundation. Each family's situation is unique and needs to be considered on a case-by-case basis.
4. Parents or guardians (assignees) wishing to apply for a Tuition Bursary should:
 - Apply to enroll their children by the prescribed date and indicate that they require tuition assistance.
 - Complete the online FAST application, which will require the submission of all financial documents from the previous taxation year.
 - Understand that the use of FAST ensures that we maintain discretion and confidentiality, and objectivity when awarding tuition assistance.
5. The Finance Committee will give equal consideration to all applications received on or before the due date each May, based on the data provided by the Financial Administrator. The Finance Committee will review all applications before the end of June, and once approved, the Financial Administrator shall notify the parents of their decision in writing. Successful applicants are required to sign an Alternative Payment agreement and must agree to make regular monthly payments.
6. If applications are received after the prescribed date, they will only be considered if funds are still available. It may not be possible to consider applications for tuition assistance made two weeks before the start of the school year.
7. International students are not eligible for a Tuition Bursary.
8. The Finance Committee can approve such amounts for Tuition Bursary as they consider appropriate and consistent with the Tuition Policy. In making their decision, the Finance Committee can:
 - Request further information and supporting documentation as they deem necessary to arrive at a proper decision.



Quinte Region Christian Schools TUITION BURSARY GUIDANCE DOCUMENT

- Impose conditions on the granting of the Tuition Bursary as may be appropriate.
9. Only the Board has the authority to make an exception to the Tuition Policy (e.g. tuition arrears) as recommended by the Finance Committee. When exceptions are time-sensitive and full board approval is not possible, approval from the Board Chair and Treasurer must be attained, and the Board must be notified by email. The Board may delegate the decision for exceptions to the Tuition Policy to the Finance Committee.
 10. All documentation provided by parents or guardians in support of an application for Tuition Bursary shall be held in confidence in the Finance Office and destroyed once the bursary is established or returned to the family.