Bursary Policy

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Rationale:

ACRSS is committed to providing access to Catholic education by granting temporary assistance towards tuition costs for families needing financial support.
ACRSS does not have a philanthropic bursary fund. Bursary awards are part of the school's operating expenses.

Policy:

- Bursary awards may be applied for each school year through the ACRSS office.
- Bursaries should be applied for during school registration for the following year.
- Deadline for bursary applications is March 31
- Continuation of the bursary from one school year to the next is not automatic; families need to reapply each year.
- Bursaries may be granted up to a maximum of 75% of the regular tuition fees.
- ACRSS may not be able to fully fund all approved requests.
- The Bursary Committee is composed of three current members of the ACRSS Regional Education Committee.

Procedures:

Application Procedures:

1. Families seeking financial assistance are required to obtain the Bursary Application package from the office and return the completed package to the office by March 31.

2. In the first week of April the Bursary committee chair collates applications and calls a committee meeting to review applications and make recommendations. Recommendations are forwarded to the school office staff. The office staff notifies the pastors and sends the recommended applications and the **Pastor's Bursary Authorization Form** for pastor to complete.

3. Each Pastor sets up an interview with the family. If the Pastor determines a bursary is warranted, the Pastor will sign and date the **Pastor's Bursary Authorization Form** after the interview and send it to the ACRSS office by April 30th.

4. If the Pastor recommends the applicant for a bursary the school bursary granted will cover up to 75% of the tuition cost.

   In special circumstances, the maximum bursary award may be increased from 75% to 90% of the value of tuition.
   Consideration would be given to those applicants who meet the following special circumstances criteria:

i) The applicant has been approved for a bursary by their parish priest.
ii) The applicant has been deemed to be in particularly difficult circumstances by the bursary committee in terms of both their income and/or family situation.

In addition, a minimum of 25% of the total bursary budget would still have to be available after accounting for these additional disbursements to the family(ies) in need.

5. Families are responsible for returning the completed Bursary Application Package to the school's Financial Records Clerk on time. Families submitting late applications will be placed on a waiting list.
6. The Bursary Committee will review the recommended applications by the end of the second week in May.

7. The Bursary Application Package will require the following documentation:

   a) A **Pastor's Bursary Authorization Form** to be completed by Pastor after his interview
   b) A letter stating the reasons for seeking a bursary award
   c) A letter describing the student's contribution to the school
   d) A completed Statement of Monthly Income and Expenses Form
   e) A photocopy of the two most recent years' income tax Notice of Assessment for all supporting guardians; if applicable a statement regarding any recent change in income is required
   f) A letter or a copy of any other bursary awards
   g) A signed agreement to notify the school if finances change and the family no longer requires financial assistance.
   h) A monthly summary of all extra-curricular activity costs (outside ACRSS) incurred by the family.

8. Applications arising from significant change in a family's financial circumstances may be submitted at any time and are subject to the availability of funds.

Bursary Review and Awarding Procedures:

1. The Financial Records Clerk will assess the completed Bursary Application Package submitted by each family for all required documentation. In the interest of confidentiality, the Financial Records Clerk will also be responsible for removing personal identifying information and assigning a family code before a copy of the application is forwarded to the Bursary Committee for review.

2. The Bursary Committee will meet and decide on each application in a timely fashion.

3. The Financial Records Clerk will be responsible for contacting the applicant families to inform them of any awards granted.

4. Families granted bursaries are required to give the School written notification accepting the conditions of the award.

5. Once the bursary has been awarded, families are responsible for informing the school should they no longer require financial assistance. Failure to divulge this information could lead to a bursary being withdrawn or withheld. Furthermore, it is suggested that families consider, whenever possible, reimbursing any portion of the bursary awarded to allow the school to assist other families in financial need.