
No: 3502

Temporary Tuition Relief Policy

Approved: March 2006
Revised: November 2010
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Revised: February 2024
Revised: November 2025

Rationale

The Board of Directors for White Rock Christian Academy (“WRCA”) strives to ensure that qualified families who desire a Christian education should have an opportunity to keep their children enrolled at WRCA even if they happen to experience temporary financial hardship. A core value of WRCA is to form resilient and mature followers of Christ, and it is WRCA’s desire to see as many students as possible attend the school to help them in their pursuit of knowledge.

To that end, we are called to fiscal responsibility and must have policies and guidelines to ensure that tuition assistance is granted to those who truly need it, keeping in mind the financial viability of WRCA as an organization.

Definitions:

Immediate Family for the purpose of this policy, a family is defined as the birth parent(s) of a child; any stepparents; any child(ren) from the first relationship; any child(ren) from any subsequent relationship; any guardian(s) to the child.

Parent for the purpose of this policy, a parent will refer to the birth parents; any stepparents; or legal guardians to the child.

Policy Statements	Regulations
1. The Tuition Assistance Committee will determine whether a family is approved for tuition assistance in their sole discretion.	1.1 Tuition Assistance is only available to currently enrolled families in good standing at WRCA. 1.2 An eligible family can apply for tuition assistance with the following qualifications: 1.2.1 Families must submit a completed tuition assistance form, along with their 2 most recent years of Revenue Canada’s Notice of Assessments for review. All information will be held in the strictest confidence in accordance with PIPA of BC. 1.2.2 The tuition assistance application window and deadline align with the school’s re-enrolment window. 1.2.3 Families must have their children enrolled in the school for one full school year before applying for tuition assistance.

	<p>1.2.4 The maximum assistance offered to any one family by WRCA starting from the school year 2024-25 is 75%; This rate is calculated on the overall tuition owing by the family based on the tuition grid in effect for all children attending WRCA.</p> <p>1.2.5 Tuition assistance will only be granted for one year at a time. If applications are approved for subsequent years, it will normally be at a reduced level of assistance and tuition assistance will not be offered for more than 3 years in a row.</p> <p>1.2.6 Families receiving tuition assistance with students at WRCA prior to the 2024-25 school year are exempt from the 3-year maximum term. These families will still be subject to the annual application process.</p> <p>1.2.7 Only the basic tuition costs as per the school's tuition grid is eligible for tuition assistance. All other school fees and other costs associated with education are the responsibility of the family.</p> <p>1.2.8 It is expected that families receiving tuition assistance will exceed the required volunteer hours.</p>
<p>2. The primary responsibility of financing the student's education is the immediate family.</p>	<p>2.1 The Board of Directors has delegated Administration with the responsibility of administrating tuition assistance. The Tuition Assistance Committee consists of the Head of School, the Director of Administration and the Director of Finance. The Tuition Assistance Committee will base the decision to award tuition assistance on a variety of information, including, but not limited to, a family's net worth, salary, ability to pay partial tuition and related circumstances</p> <p>2.2 The Tuition Assistance Committee reserves the right to review extenuating circumstances on a case-by-case basis and provide for exceptions to this policy within the capacity of the budget.</p>
<p>3. Tuition assistance cannot be applied to any tuition or unpaid fees from previous years.</p>	<p>3.1 Families who are not current with their tuition payments are not eligible for tuition assistance.</p> <p>3.2 Tuition assistance applicants must still pay the enrollment deposit when submitting the enrollment or re-enrollment contracts. This deposit will be refunded if the family formally withdraws within two weeks of</p>

	being notified of a tuition assistance decision.
4. Tuition assistance must be accepted or declined by the applicant within two weeks of notification.	4.1 If a family fails to comply with this or other reasonable requirements, the Tuition Assistance Committee reserves the right to rescind the offer.
5. Tuition Assistance for Pastors	<p>5.1 For the school year beginning September 2024, tuition assistance for pastors will no longer be assumed and New pastor families to the school will have to apply under the terms of this policy</p> <p>5.2 Previously, tuition assistance was provided to Pastors who meet the criteria for Clergy as defined by the Canada Revenue Agency for the Clergy Residence Deduction.</p> <p>5.3 All pastors receiving tuition assistance prior to September 2024 will continue to receive the tuition assistance under the same terms as was previously granted.</p>

This policy will be communicated to the school community and made available on the school website. The leadership team will review the policy and the WRCA Board of Directors will approve suggested revisions in one year's time.