

11.06 Tuition Assistance Policy

Date of Review: Oct 2021
Expiry Date: Oct 2024
Accountability: FC

1. All applications for Tuition Assistance will be referred to the FAST Program.
2. Use of the FAST system: Parents will need to submit all applications through the link to the [FAST tuition assistance system](#) (open the link in a new tab). Link is also on the ICS Wiki site. An application costs USD \$43 per family, and applications must be done annually. FAST helps ICS be accountable for awarding financial aid where needed in support of our mission, and allows easy access for parents. If parents have any questions while completing the application process, please call 1-877-326-FAST (3278), the FAST twenty-four hour call center.

3. Tuition Assistance meeting participants will include the Applicant, the Board Treasurer and/or Board Chairperson and at least one Finance Committee member. Participants are bound by their honor to maintain privacy of information. **Note:** Information received by administrators of Tuition Assistance will be confidential and where possible, all communications from committee to others (i.e. Board, Finance Committee) will be minimal. (The committee should report to the Board each year the total amount of assistance offered and the number of families this involves.)
4. Meetings for tuition assistance will be conducted with each applicant in an effort to assign tuition assistance. The guidelines for Tuition Assistance will be utilized to assess the appropriate amount of assistance. Upon agreement the family will sign the annual tuition invoice indicating the agreed upon amount.
5. The committee is responsible for determining that all assistance promised will fall within the limits of the projected tuition assistance budget line. If the committee wishes to extend assistance beyond the limits of the fund, they are responsible for raising the remainder through personal contact with individual donors or through notices in church bulletins and the school Journal. If the committee is unwilling or unable to raise the extra monies required, then the assistance is to be granted on a prorated basis. In special circumstances the committee can put forward a request to the board to approve an increase in the tuition assistance budget line.

Guidelines

- Assistance will only be available to those who are members in good standing of the ICS Society.
- To be eligible for full tuition assistance you need to apply by June 4
- All applicants are required to complete the Tuition Assistance Application form(s) through the [FAST tuition assistance system](#) and are required to provide previous year's notice of assessment.
- All applicants are required to complete and sign the tuition commitment form. The minimum requirement of a family will be 50% of the school year's full tuition.
- Final decisions (approval/rejection) on all applications will be made by the administrators of Tuition Assistance or Board. Applicants who are not satisfied with the administrators of Tuition Assistance' recommendation may appeal the committee's decision to the Board of Directors.
- The School Bookkeeper will be given a record of those receiving assistance, the amount of assistance received.
- A new application will be required each year of assistance.

11.07.02 - Tuition Assistance Application Form

Note: Form is for information only. All applications need to be submitted online.

FAST™ – Financial Aid for School Tuition

Following is the list of questions asked by the FAST program.

Applicant Information

This information needs to be completed for each student applying for aid.

- 101** Name _____
- 102** Birth Date _____
- 103** Gender _____
- 104** Grade Entering _____
- 106** CCP Children's Benefit \$ _____
- 107** Child Trust \$ _____

Parent/Adult Information

This information needs to be completed for each adult in the household.

- 201** Name _____
- 202** Gender _____
- 203** Birth Date _____
- 204** Address 1 _____
- 205** Address 2 _____
- 206** City _____
- 207** Province/Postal Code _____
- 208** Country _____
- 209** Home Phone _____
- 210** Occupation _____
- 211** Employer _____
- 212** Disabled Yes No

Dependent Child Information

This information needs to be completed for each dependent child not including the applicants in the household.

- 301** Name _____
- 302** Birth Date _____ **303** Gender _____
- 304** Present Grade _____
- 305** Present School _____
- 306** Is there tuition? Yes No Amount you pay (yearly) _____
- 307** Do you receive aid or scholarship? Yes No
Amount you receive (yearly) \$ _____
- 308** Does this dependent live at the same address as the applicant(s)? Yes No

Dependent Adult Information

This information needs to be completed for each dependent adult in the household.

- 350** Name _____
- 351** Relationship _____
- 352** Does this dependent live at the same address as the applicant(s)? Yes No
- 353** Contributions to household _____
- 354** Does the dependent attend school? Yes No
- 355** Tuition amount? _____
- 356** Scholarship amount? _____

Family Home Information

- 401** Mortgage Payment _____
- 402** Mortgage Interest Paid _____
- 403** Is your homeowners insurance included in your mortgage payment? Yes No
- 404** Original Mortgage Value _____
- 406** Year Purchased _____ **407** Purchase Price _____
- 408** Present Market Value _____
- 409** Have you refinanced? Yes No What year? _____
Refinance amount _____

Family Home Information, con't

410 Principal remaining _____

411 Property Tax Paid _____

412 Is your property tax included in your mortgage payment? Yes No

Other Real Estate Information

This section is only for those who own real estate other than their home.

401 Mortgage Payment _____

402 Mortgage Interest Paid _____

403 Is your homeowners insurance included in your mortgage payment? Yes No

404 Original Mortgage Value _____

406 Year Purchased _____ 407 Purchase Price _____

408 Present Market Value _____

409 Have you refinanced? Yes No What year? _____

Refinance amount _____

410 Principal remaining _____

411 Property Tax Paid _____

412 Is your property tax included in your mortgage payment? Yes No

413 Address _____

414 City _____ 415 Province/Postal Code _____

416 Country _____

Vehicle Information

Complete this information for each vehicle you own.

450 Make/Model _____

451 Year _____

452 Estimated Value _____

___ check if leased

453 Debt Outstanding _____

454 Payment (monthly) _____

Asset Information

- 501** Home Market Value (This information will auto-fill from line 408—Family Home.)
- 502** Other Real Estate Market Value (This information will auto-fill from line 408—Other Real Estate.)
- 503** Vehicle(s) Market Value (This information will auto-fill from line 452)
- 504** Savings _____
- 505** Checking _____
- 506** Guaranteed Investment Certificates _____
- 507** Stocks, Bonds, Securities, etc. _____
- 508** Trust & Inheritance _____
- 509** Retirement Savings _____
- 510** Business Assets/List & Explain _____

- 511** Other Assets/List & Explain _____

- 512** Optional Further Asset Explanations _____

Liability Information

- 550** Home Principal (This information will auto-fill from line 410—Family Home.)
- 551** Other Real Estate Principal (This information will auto-fill from line 410—Other Real Estate.)
- 552** Vehicle(s) Market Value (This information will auto-fill from line 453)
- 553** Personal Loans _____
- 554** Credit Cards _____
- 555** Equity Loans _____
- 556** Equity Interest Paid _____
- 557** Other Liabilities/List & Explain _____
- 558** Optional Further Asset Explanations _____

Income Information

- 601** Annual Income _____ **601b** Annual Income #2 _____
- 602** Business Income/List & Explain _____

- 603** Dividend/Interest Income _____
- 604** Capital Gains Income _____
- 605** Real Estate Income _____
- 606** Trust, Inheritance Income _____
- 607** Alimony Income _____
- 608** Child Support Received _____
- 609** Gifts _____
- 610** All Other Income/List & Explain _____

- 611** Optional Further Income Explanation (This space is for you to explain any entries in this section, if necessary.)

Expense Information

- 704** Rent _____
- 705** Homeowner's Insurance _____
- 706** Life Insurance _____ **707** Auto Insurance _____
- 708** Health Insurance _____
- 709** Electricity _____ **710** Heating _____
- 711** All Other Utilities/Phone _____
- 712** Child Support Paid _____ **713** Alimony Paid _____
- 714** Charity/Tithing _____
- 715** Federal Taxes _____
- 716** Provincial Taxes _____
- 717** Medical Expenses/List & Explain _____

