



Tuition Assistance Guidelines for Evaluation and Enforcement

Delta Christian School (DCS) is a community of families in which our parents have each chosen to enroll their children in an environment which will foster growth in their child's Christian faith in addition to providing a strong education and opportunity for character growth and development. This commitment comes with choosing to sacrifice financially in order to invest in the future of our children.

DCS believes a family should invest in their child's education before elective expenses, for example, secondary home ownership, club memberships, expensive car leases/purchases, elaborate vacations and extensive after school programming (academically or athletically).

The operation of the Delta Christian School (DCS) is primarily funded by tuition fees, donations and Government grants. The school has financial commitments to staff, financial institutions, and other expenses necessary for the proper functioning of the school. Tuition fees account for over 50% of the school total funding. As the school strives to provide quality Christ-centred education to its students, the school community wishes to assist those families experiencing temporary financial hardship. Tuition assistance is provided based on available resources in the school's annual budget and on information provided by the individual families.

The Financial Assistance Program (FAP)

DCS has engaged an online tool called Financial Aid for School Tuition (FAST) to assist in the tuition assistance processing. FAST neither decides whether tuition assistance should be given nor determines the amount to give. The FAST program provides a needs-based financial aid analysis that includes an income verification process. The application process is not meant to be an intrusion into your financial affairs, but rather will enable the Finance Committee (FC) to give a fair evaluation to all applicants. All information stored in FAST remains confidential.

Intention of the FAP

- To temporarily assist families who have experienced an unexpected change in their finances for a brief period of time ie: loss of a job, marital breakdown, significant health changes etc.
- "Temporary" for the purposes of the FAP is defined as 1 year, with the provision that the board may extend the assistance for 1 additional year with the requirement that the applicant pay a minimum of 1/2 of the combined tuition and associated student fees for all of their children in the school.
- The maximum tuition assistance will be for 2 years with the requirement to pay the full tuition for all children in the school thereafter.

Eligibility for The FAP program

- Current families enrolled in DCS ie. no first year families will be permitted to utilize the FAP program.
- No Visa students are eligible for the FAP program.
- A fully completed application on the ISM FAST platform provided by DCS is required to assess the financial viability of the application. This includes all required financial documentation ie, tax returns, notice of assessments and any other stated documents required. Applications that are not completed in full will not be considered.
- For any given year a completely new application must be submitted and completed in full ie. If currently on financial assistance, the continuance of such assistance is not continued to the following year, based on the terms stated above, without the completed application being submitted and evaluated by the board.

In the case of divorce or separation, DCS requires both parents to file an application for tuition assistance. In unique circumstances, additional details can be requested by the Finance Committee.

For the purposes of application assessment, the evaluation process includes an imputed annual income for a non-working parent.

Unfortunately, no tuition assistance process is perfect, but we will use our best effort in establishing a fair and equitable process to evaluate all applications.

Tuition Assistance Process for utilizing the online FAST application

1. Access the FAST Program website (link on website)
2. Click on Start Application in the middle of the first page. The online application process is self-guided.
3. Complete ALL questions as applicable to your situation.
4. Please make sure that your name on the application is as shown on your tax return.

5. If you have any questions during the application completion process at any time, please contact our system provider, FAST Call Centre 1-877-326-FAST (3278) which is open 24/7.
6. Submit your tax returns and other requirements directly to FAST via the scan option. You may also mail your tax information directly to FAST. Failure to do so will result in untimely delays in the review process.
7. A fee of US\$45 is payable online by credit card only.
8. Partially completed applications can be saved and resumed at a later time.
9. It is important to note that once your application is complete and has been submitted, the application cannot be changed, nor can information be added.
Therefore, we recommend that you download and review the application carefully before submission.
10. Please be thorough when giving financial details and supporting documentation. It is VERY important to ensure that all questions on the FAST Application Form are completed in full and that ALL INCOME and ALL EXPENSES are entered into FAST. Please note that any incomplete applications will result in untimely delays in the review process and can ultimately result in the denial of an application if insufficient information is given. **You, the applicant, are responsible for ensuring that your information is complete.**

If you have any concerns or questions about the procedure, please contact the Board chair at chair@deltachristianschool.org.

Tuition Assistance Application Key Dates

April 1, 2021 – Application opens for 2021/2022 school year through FAST

April 30, 2021 – Online application **must** be completed.

April 30, 2021 – All tax returns and documents needed to complete your application **must** be received by FAST

May 24, 2021 – Tuition assistance notification letters sent to families