

## Tuition Assistance Program

**Policy:** St. Zachary School supports access to a catholic education by offering financial assistance to those catholic families who are unable to pay the full amount of tuition. Consideration for financial assistance will only be given to families that are registered parishioners, with the following exception;

Returning families registered at another catholic parish without a school, and that parish provides a tuition subsidy to St. Zachary School, and in the order as shown in item 3 below

### **Procedures:**

- 1) The principal, with advice from the school board, will set the total amount to distribute from the assistance fund for the following school year with the submission of that year's school budget.
- 2) Any family seeking assistance must register their child(ren) for school and pay the associated registration fees. These fees will be refunded if the family does not qualify for or is not granted assistance, and the family no longer wishes to enroll their child(ren) at St Zachary.
- 3) Request for assistance will be accepted for in the following ranking order:
  - a) Returning registered St. Zachary parish families, that are in good standing
  - b) New registered St. Zachary parish families, that are in good standing
  - c) Returning families registered at another catholic parish without a school, and that parish provides a tuition subsidy
- 4) Requests for assistance will **NOT** be accepted for:
  - a) Pre-school children
  - b) Non-catholic families
  - c) Families registered at another parish with a school
- 5) All requests must be made by May (insert Date and Year) to be considered for assistance in the following school year. The intent is to identify and support those families with the greatest need.
- 6) All families seeking assistance must submit the specified financial statements and request forms. All applications for assistance will be processed through Private School Aid Service (PSAS) for a fee of (insert current applicable fee) paid to PSAS paid by the requesting family.
- 7) The financial need review process will allocate the entire assistance fund designated for the following year.
- 8) The St. Zachary School Principal and the St. Zachary School Board President shall work together to modify and allocate the financial assistance monies to the various families within and per the above ranking order (item 3 above). In case of unresolved differences between the principal and the school board president, in the allocation of the tuition assistance, the Pastor of the parish, or a parish clergy, with the approval of the Pastor, shall be brought in to resolve those differences. The Principal and the School Board President shall report to the School Board the final allocation amount of the tuition assistance fund and the total number of families receiving tuition assistance.