



Effective date: January 1, 2018

Pacific Montessori Society Temporary Financial Relief Policy

1.0 Policy Statement

The Pacific Montessori Society believes that a family that has displayed its commitment to the school community and the Montessori philosophy deserves the community's support in a time of financial hardship.

The Pacific Montessori Society also believes whenever possible, it's in the best interest of the student to have continuity in their studies and educational environment.

Furthermore, retaining our qualified Montessori students, especially as they reach the upper grades, provides continuity for teachers, peers and the school community.

It is therefore the objective of Selkirk Montessori School to offer emergency, temporary financial relief to families who are committed to a Montessori education and whose financial resources have changed without warning since enrolling.

This Temporary Financial Relief Program is an important option for families who might otherwise have to take their children out of Selkirk Montessori School. This program will provide temporary tuition relief on an emergency basis to families in the school who require it and meet the criteria.

Keeping the long-term financial welfare of Selkirk Montessori School in mind, the Pacific Montessori Society believes the Temporary Financial Relief process needs to be administered transparently, fairly and needs to be sustainable.

2.0 Policy Rationale

- 2.1 Selkirk Montessori School takes pride in the bursary program that was established in the Pacific Montessori Society's early years, which has provided opportunities for children to continue their Montessori education in times of unexpected financial difficulty. This policy for Temporary Financial Relief in times of unexpected financial hardship is one element of the school's bursary program.
- 2.2 The purpose of this policy is to outline:
- a) What parameters the board will define for the financial relief program,
 - b) criteria for qualification,
 - c) how families are to apply for the financial relief program,
 - d) how evaluations of applications will be conducted,
 - e) how families will be notified of their results
 - f) the rate of tuition fee discount and length of Financial Relief period, and
 - g) how the board will be notified of the disbursements.

3.0 Definitions

- 3.1 In this policy:

"Applicant Family" means the parent, guardian, or other legal representative of a student.

"Student" means a prospective or current, student of Selkirk Montessori School.

4.0 Parameters of Temporary Financial Relief Program

- 4.1 For each academic year, the Pacific Montessori Society Board of Directors will authorize the Selkirk Montessori school administration to provide Temporary Financial Relief to a certain amount out of the budget. Should this amount fall short of what has been budgeted, the issue will be reviewed by the Board of Directors.

5.0 Criteria for Qualification for the Temporary Financial Relief Program

- 5.1 The Temporary Financial Relief Program is intended only for all families with children in enrolled at Selkirk Montessori School.

6.0 Application Process

- 6.1 Families may request a form from the Administrative Head in times of financial difficulty. Applications include a means test, which requires detailed financial information and copies of supporting documents.
- 6.2 Applicant families must provide a letter explaining the change in financial circumstances that would warrant Temporary Financial Relief.
- 6.3 Applications will be reviewed by the school administration and highlighted on the financial review for the Board of Directors. In keeping with protection of privacy legislation, the identity of applicant families will not be disclosed.
- 6.4 Decisions about Temporary Financial Relief will be made at the time of application and applicants will be advised by e-mail.
- 6.5 Duration of the Temporary Financial Relief Program is for up to the remainder of the school year.

7.0 Applicant Family Notification to Cease Temporary Financial Relief

- 7.1 If an applicant family's financial circumstances should change for the better and they are once again able to pay full tuition, it's expected that family will advise the school they no longer require Temporary Financial Relief and their tuition fee payments will be adjusted accordingly.

8.0 Privacy

- 8.1 Personal information with respect to financial information is collected pursuant to Section 26(c) of the *Freedom of Information and Protection of Privacy Act* by the Pacific Montessori Society for the purposes of administering applications for temporary financial assistance. For further information about the collection of personal information, please contact the Administrative Head, Selkirk Montessori, 2970 Jutland Road, Victoria, BC V8T 5K2 or call 250-384-3414.

References:

Pacific Montessori Society Financial Management Policy

Pacific Montessori Society Personal Information and Privacy Policy

Approved January 15, 2018