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**Effective Date: October 2018**

## **Pacific Montessori Society Community Bursary Policy**

### **1.0 Policy Statement**

The Pacific Montessori Society sees a bursary program as a means to create an inclusive, compassionate and welcoming school community. Ensuring accessibility for families in need defines who we are and what we stand for. We believe that a family who has displayed their commitment to our community and the Montessori philosophy deserves our support in their time of need.

The bursary program is an important option for families who might otherwise have to take their children out of Selkirk Montessori School. Retaining our qualified Montessori students, especially as they head into the upper grades, provides continuity for teachers, peers and the greater school community.

Keeping the long term financial welfare of the Selkirk Montessori School in mind, we also believe that the Community Bursary process needs to be fair and transparent.

### **2.0 Policy Rationale**

- 2.1 The purpose of this policy is to outline guidelines for the bursary program and procedures for families to use when applying for the Community Bursary.
- 2.2 This policy will be implemented through procedures that are regularly updated by the Pacific Montessori Society Board of Directors.
- 2.3 The purpose of this policy is to outline:
  - a) What parameters the board will define for the Community Bursary Program,
  - b) criteria for qualification,
  - c) how families are to apply for the Community Bursary Program,

- d) how evaluations of applications will be conducted,
- e) how families will be notified of their results.

### **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 the Community Bursary Program**

4.1 For each academic school year, The Pacific Montessori Board of Directors will set a target amount of funds dedicated to the Community Bursary Program as part of its annual budgeting process.

### **5.0 Criteria for Qualification for the Community Bursary Program**

5.1 The Community Bursary Program is intended only for families with children in the elementary program (Grades 1-8) at Selkirk Montessori School, not for the preschool and Kindergarten years.

5.2 When applying for a Community Bursary from Selkirk Montessori School, the Applicant Family will be required to:

- Fill out the required application form,
- Provide the administration of Selkirk Montessori School with a cover letter to the application form, explaining why they should qualify for a bursary,
- This letter must demonstrate the Applicant Family's commitment and proposed contribution to the Selkirk Montessori School community (for example, an outline of proposed volunteer service, a commitment to work with the Selkirk Parent Group).

## **6.0 Application/Selection Process**

- 6.1 Applicant Families should download and attach these completed forms with their child(rens) re-registration information in January. Applications include a means test, which will require detailed financial information and copies of supporting documents.
- 6.2 All bursary applications must be completed in full and copies of supporting documents included. Incomplete applications will be returned.
- 6.3 A panel comprised of two members of the school administration and a third party, who is not currently a member or employee of the Pacific Montessori Society or a current parent of a student at Selkirk Montessori School will review each application.
- 6.4 The third party to this panel will be approved by the Pacific Montessori Society board of directors.
- 6.4 Decisions about Community Bursaries will be made by the end of February each school year and applicants will be advised by letter.
- 6.5 Community Bursaries must be applied for on an annual basis.

## **7.0 Applicant Family Notification to Cease Community Bursary**

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

## **8.0 Privacy**

- 8.1 Personal information on this form 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 Bursary applications. For further information about the collection of personal information, please contact the Executive Director, Selkirk Montessori, 2970 Jutland Road, Victoria, BC V8T 5K2 or call 250-384-3414.

## **Definitions**

The following definition is intended to enhance understanding of this policy. It is descriptive only and not intended to be used for any legal actions.

*Bursary - A bursary is a form of non-repayable financial support for the family of a full-time student(s) who is(are) progressing satisfactorily in the Montessori program and who demonstrates that they need financial assistance to cover their base tuition fees.*

**References:**

Pacific Montessori Society Financial Management Policy

Pacific Montessori Society Personal Information and Privacy Policy

**Approved January 15, 2018**

Approved