



4204 FINANCIAL ASSISTANCE PROGRAM

Policy Type: Administrative
Applies To: All Staff, Students, Visitors
Approved By: LCS Head of Schools
Policy Reviewed: every 2 years
Adopted: 06 2000
Revisions: 04 2024

1. PURPOSE & RATIONALE

The financial assistance program at Langley Christian School serves as the school's commitment to embodying Christian values of compassion, inclusivity and community support to ensure access to Christian education remains viable for a range of family economic levels and temporary need due to life events. While providing an outstanding educational experience, LCS is not intended to be an exclusive school limited only to Christian families with economic means.

Providing financial assistance aligns with this mission by ensuring that all students, regardless of financial circumstances, have the opportunity to benefit from the school's values-based education, nurturing them to become responsible citizens and compassionate individuals grounded in faith.

By allocating funds to support financial assistance, the school community actively participates in service to others, fulfilling the Biblical mandate to care for those in need and share with others as we have been blessed.

2. POLICIES

- (a) Financial Assistance is intended to help as many families as possible during times of personal financial crisis and to involve as many alternative avenues of support (family, church etc.) as possible.
- (b) Financial Assistance is not intended to be a long-term aid program. One of the aims of Financial Assistance is to help students remain part of the school community through difficult family finances.
- (c) Financial Assistance is a diminishing financial support program over time.
- (d) Financial Assistance will be prioritized where necessary to ensure LCS teachers have opportunities to enroll their children in the school.

3. ASSISTANCE ELIGIBILITY PROCESS & CRITERIA

- (a) Families requesting assistance will be asked to submit a FINANCIAL ASSISTANCE REQUEST FORM, along with their most recent Revenue Canada Tax Assessment for review.

- (b) Families requesting and receiving financial assistance are expected to exercise integrity and transparency in their personal finances.
- (c) Any family requesting any kind of financial assistance from LCS are required to provide proof of income and financial need by submitting the following documentation:
 - Previous 2 years of letters of Notification of Tax Assessment
 - Statements of income: T4 and T4A and T2 (for business owners)
 - Recent proof of financial hardship, such as job loss, medical expenses, or unexpected financial burdens
- (d) Each family will be interviewed and assistance will be given to those with the greatest need.
 - CONFIDENTIALITY: All information will be held in the strictest confidence. Personal and family financial information will only be shared with the LCS Finance Department and may not be shared with any other employees, administration, Board members or volunteers.
 - Families may be asked to provide a monthly budget. Generally, the threshold for receiving financial assistance is a total family income below the median income for the Township and City of Langley.
- (e) A family that is in arrears with regard to their reduced portion of tuition may not be allowed to re-apply for a further year and the children may not be re-enrolled.
- (f) In general, all applications for Financial Assistance must be approved by the Director of Finance & HR by July 1, in order for the children to be enrolled for the school year beginning in September.
- (g) Unless otherwise unable for health reasons, families receiving tuition assistance are expected to make every effort to support and promote the mission of the school through volunteer service.

4. AMOUNT INCREMENTS

- (a) Tuition assistance may be granted in 90%, 70%, 50%, 40%, 30% and 20% increments based on need, with the plan of moving by scheduled incremental increases of 10% to move closer to 100% in subsequent years.
- (b) The maximum allowable assistance level for a single-income family will be 40%, unless determined for personal health reasons that one of the parents is unable to work.

5. FINANCIAL ASSISTANCE FOR FEES (NON-TUITION)

- (a) LCS may in its discretion authorize a waiver of fees or finance relief for other fees associated with participation in programs including but not limited to: arts, athletics, school trips and transportation.
- (b) Assessment Testing Costs:
 - i. LCS will not provide financial assistance for Psychological Educational Testing or assessment fees of any kind for students unless they meet the criteria outlined in section 3(a-c);
 - ii. LCS will only provide financial assistance for Psychological Educational Testing or assessment fees after the family can demonstrate the amount covered by the extended health benefits provider.

- iii. Where required and an agreement is in place for educational or other kinds of assessments, LCS will proceed with the assessment and add the costs to a future tuition payment schedule.

(c) Admissions Fees:

- i. LCS may waive admissions and enrollment fees in cases where a family meets the criteria outlined in section 3(a-c).

6. TUITION ASSISTANCE FOR NEW ENROLLMENT

- (a) Families may qualify for a maximum of 40% tuition assistance in the first year of enrollment.
- (b) Refugee students or international students do not qualify for tuition assistance. The sponsor, supporting organization or church must demonstrate substantial financial commitment and support for the student for a minimum of 5 years, after which the student may be eligible for financial assistance from LCS.

7. FUNDING

- (a) The Head of School and Director of Finance will make an annual budget allocation for tuition assistance subject to Board Finance and Risk Committee review.
- (b) The Head of School's Impact and Innovation Fund will provide opportunities for generous individuals to contribute toward the tuition assistance program.

9. REVIEW/RENEWAL

- (a) Annual renewal process:
 - All Financial Assistance applications will be renewed and updated annually and the deadlines for this process, which will normally take place in May/June, must be adhered to.
 - If applications are approved for subsequent years these will normally be at a reduced level of assistance and must be submitted with a plan for gradual reductions of assistance.
- (b) Exceptions to the above are at the discretion of LCS and will be considered by the Director of Finance and the Head of School, subject to review from time to time by the Board Finance & Risk Committee.
- (c) Families not in good standing with regards to their obligations outlined in the Family Partnership Agreement will be disqualified from Financial Assistance.
- (d) LCS has the right to revoke financial assistance at any time at its own discretion.

RELEVANT POLICIES

4205 EMPLOYEE FINANCIAL ASSISTANCE POLICY

Reviewed 03 2025