

December 27, 2016

Approved by:	Bronte SDA Church Board	Date Approved:	January 23, 2017
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Purpose

The purpose of the Bronte Seventh Day Adventist (SDA) Church Tuition Assistance Policy is to promote Christian service through the education of Bronte SDA Church students at Canadian SDA sponsored church schools.

The Bronte SDA Church Board has established this Tuition Assistance Policy to set forth the criteria for granting financial assistance to Bronte SDA Church members supporting students attending Canadian SDA-sponsored church schools. All member families of the Bronte SDA Church, without prejudice, will be provided information on the tuition assistance program.

This policy is presented in five sections:

- i. Financial Assistance Programs
- ii. Funding Sources/Payments
- iii. Eligibility
- iv. Application Process
- v. Definitions

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Part I. Financial Assistance

Bronte SDA Church Tuition Assistance Program

1. Each Bronte SDA Church member/student that meets the criteria detailed in Section III – Eligibility shall be eligible for tuition assistance. The primary requirements are as follows:
 - a. Bronte SDA Church Membership
 - b. Canadian SDA Sponsored church school enrollment, attendance and Academics
 - c. SDA Church Attendance and Involvement
 - d. Faithfully Returning Tithes and Offerings
2. Tuition Assistance is available for students enrolled in K – 16 (Kindergarten through Undergraduate College) programs at Canadian SDA-sponsored church schools. The targeted amount of assistance for each student may vary each school year.
3. Is only available for each academic year to the extent funds are available at the commencement of that academic year
4. Must be approved in all cases by the Bronte SDA Church Board but individual amounts and individual recipients will be maintained in confidence
5. Is only provided on an annual basis and must be re-applied for each academic year.
6. The Bronte SDA Church members delegate the administration of the tuition assistance program to the Bronte SDA Church Board.

Covered Educational Expenses

The Bronte SDA Church Tuition Assistance Program reimburses costs for tuition, fees, and books.

Expenses Not Covered

The Bronte SDA Church Tuition Assistance Program prohibits the reimbursements of meals, lodging, transportation, tools, and supplies. Further, the program does not reimburse costs for any education that involves sports, games, or hobbies.

Part II. Funding Source / Payments

Funding Sources

- A. The Bronte SDA Church has pledged its continued support for each eligible student and will establish the amount of assistance that the church will fund through tuition assistance program for each school year.
- B. The tuition assistance program is funded through the church's annual budgeting process. The Church Board and Treasury department determine an appropriate annual dollar amount.
- C. Personal contributions designated for tuition assistance are above the budgeted monies and deposited directly to the tuition assistance account to be only used for that purpose.
- D. A yearly budget allocation will be determined by the Church Board and approved at the annual Bronte SDA Church Business meeting and shall be re-evaluated yearly to determine funding needs.

Payment Frequency

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- A. Grades K – 12: Payments will be made on an annual basis during the first month of the school year.
- B. College: Payments will be made on a semester basis during the first month of the semester.
- C. Direct tuition assistance funds directly to the qualifying school, not to applicant families.

Payment Amount

- A. Grades K – 12: A maximum grant will be awarded to students attending a Canadian SDA Church sponsored elementary/high school institution (Equivalent to the Constituent Tuition Discount Rate).
- B. College: A maximum grant equal to 25% of tuition will be awarded to students attending a Canadian SDA Church sponsored college/university institution.

Part III. Eligibility

Bronte SDA Church Membership

The applicant must qualify for at least one of the categories listed below. In each case, the student/child is enrolled and/or currently attending a Canadian Seventh-Day Adventist Church-sponsored School:

- 1. Students (age 18 or older)/children who are members of the Bronte SDA Church.
- 2. Bronte SDA Church members who are:
 - a. The Primary Caretaker of Bronte SDA Church children/students or
 - b. The Non-Custodial Parent of Bronte SDA Church children/students or
 - c. Members able to provide proof of financially supporting a Bronte SDA child/student's tuition. Church member is required to provide proof of financial support equal to at least 75% of Non-Constituent Tuition (SDA Tuition Rate) and 100% of registration fees, other school fees and books.
- 3. Applicants must be a member of the Bronte SDA Church for a minimum of a two years prior to the application process

Seventh-Day Adventist Church School Enrollment, Attendance and Academics

The applicant that meets one of the categories in Section A (Bronte SDA Church Membership) must either be a student (age 18 or older) or support child/children enrolled in and attending a Canadian Seventh-Day Adventist Church-sponsored School. This includes Canadian SDA Church-sponsored elementary schools, academies, colleges, and universities. Assistance is available for students enrolled in K-16 (Kindergarten through Undergraduate College/University) programs. The student is encouraged to maintain grade point average of "C" (2.0) or higher ("S" for students in grades with a grading system of E, S, and NI). Applicants must promptly notify the Education Committee, in writing, of a change in/withdrawal from an Canadian SDA school during the semester/school year.

Bronte SDA Church Attendance and Involvement

Each applicant that meets one of the categories in Section A (Church Membership) must be an active member for a minimum of two years. Active membership is defined as regular attendance and participation in worship and church sponsored programs / activities.

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Return of Tithes and Offerings

Education financial assistance provided by the Bronte SDA Church is resourced from the weekly offering of members and visitors to Bronte which is designated as local church budget or church expense on the tithe/offering envelope. Bronte members who apply for education assistance are expected to participate in the financial support of the Bronte SDA Church and the Ontario Conference by regularly and consistently returning an offering to both local church budget/expense and tithe, respectively.

Part IV. Financial Assistance Program Application Process

- A. The Tuition Assistance Application Form will be available upon request. The Tuition Assistance Application Form must be fully completed and submitted on a timely basis. The application deadlines will be provided (as a reminder) in the Bronte SDA church bulletin. The Tuition Assistance Application Form must be fully completed and submitted on a timely basis as follows:
 - a. First Semester Deadline – May 14
 - b. Second Semester Deadline – October 15
- B. Bronte SDA Church members who plan to take advantage of the tuition assistance program shall submit application form to the Pastor as soon as the information is available by the timelines listed above but no later than 30 days after the school year begins.
- C. Appropriate consideration will be given to late applications of new Bronte SDA church members due to a membership change, recent baptism or moving into the area.
- D. The review and approval process for the Tuition Assistance Application form is as follows:
 - a. Applications reviewed and evaluated by the Finance Committee
 - b. Recommendation of eligible applicants to the Bronte SDA Church Board for approval
- E. Applicants will be notified via letter or email of the Bronte SDA Church Board decision

Part V. Definitions

Bronte SDA Church Board. The Church Board is elected by members of the Bronte SDA Church and charged with the oversight of the tuition assistance program and responsible for the review of the tuition assistance policy.

Bronte SDA Church Member. A person who either by baptism, profession of faith or transfer of membership from another SDA Church is reflected as a member of the Bronte SDA Church through the membership records maintained by the Bronte SDA Church Membership Clerk.

Bronte Tuition Assistance Program. This program awards a set amount per child per semester/year to applicants who meet each of the four requirements as follows:

- Bronte SDA Church Membership
- Seventh-Day Adventist Church School Enrollment, Attendance and Academics
- Bronte SDA Church Attendance and Involvement
- Faithfully Returning Tithe and Offering

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Finance Committee. The Finance Committee is elected by the members of the Bronte SDA Church and charged with the oversight and review of requests for tuition assistance and makes eligibility/funding recommendations to the Church Board.

Non-custodial Parent. A person who does not have legal custody of a child, but, to the extent permitted, is actively involved in the exercise of and performs parental duties including the emotional, disciplinary, spiritual and financial support of a child.

Primary Caretaker. A person who is a parent, grandparent, aunt/uncle, sibling or legal guardian of a child. This person is actively involved in the exercise of and performs parental duties including the emotional, disciplinary, spiritual, and financial support of a child.

Tuition Assistance. A reduction or subsidy of any sort which offsets all or a portion of the prevailing tuition rate. Tuition assistance does not include the annual registration fee, nor may it be used for child care or preschool fees.

Bronte Seventh Day Adventist (SDA) Church Tuition Assistance Policy

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Tuition Assistance Request Form											
Parent / Guardian Information:											
Father's Name:				Mother's Name:							
Church Membership:				# of Years in Attendance:							
Marital Status: (check one)		<input type="checkbox"/> Married		<input type="checkbox"/> Separated		<input type="checkbox"/> Divorced		<input type="checkbox"/> Widowed		<input type="checkbox"/> Single	
Address:				City:		Province:					
Postal Code:			Phone #:			Email:					
Financial Information:											
Gross Household Income:		<input type="checkbox"/> Less than \$ 20,000			<input type="checkbox"/> \$ 20,001 to \$ 30,000			<input type="checkbox"/> \$ 30,001 to \$ 50,000			
		<input type="checkbox"/> \$ 50,001 to \$ 100,000			<input type="checkbox"/> More than \$ 100,000						
Student Information:											
Legal Surname:				Given Names:				Commonly Used:			
Gender:		<input type="checkbox"/> Male		<input type="checkbox"/> Female		Birthday (MM/DD/YY):		__ __		__ __	
How many dependents:				How many are attending a Canadian SDA Church Sponsored Institution:							
School Information:											
School Name:				School Year:				Entering Grade:			
School Address:				City / Prov:				Postal Code:			
Non-Constituent Tuition (SDA Tuition Rate):											
Grant Requested:											
(a)	\$ _____	Enter amount the parent/guardian can contribute									
(b)	\$ _____	Enter annual total of other assistance from other sources received for your student(s)									
(c)	\$ _____	Enter total annual tuition amount for the school year									
(d)	\$ _____	Enter total of lines A & B									
Required Field:											
	\$ _____	Enter amount of tuition assistance requested by subtracting line D from line C									
Please note:											
<ul style="list-style-type: none"> A new application form is required for each school year. You must be prepared to discuss this matter with members of the Finance Department and / or Pastor. All information will be kept strictly confidential by the Bronte SDA Church Board. The Tuition Assistance Policy is available upon request. The applicant is responsible for the remainder of the tuition payments not covered by the Tuition Assistance Program. 											
I/We understand the above terms, and certify that the information provided is correct and complete.											
Signature:				Signature				Date:			
Official Use Only:											
Membership Status:				Finance Recommendations:				\$ _____			
Board Approval:		<input type="checkbox"/> Via Email		<input type="checkbox"/> Meeting		<input type="checkbox"/> Need More Information		<input type="checkbox"/> Denied			
Date Approved:			Cheque Issued:			<input type="checkbox"/> Yes		<input type="checkbox"/> No		Cheque #:	