



# SCA Financial Need Bursary Policy and Application Procedure

## INTRODUCTION

As a faith-based school, Sudbury Christian Academy (SCA) desires to reach as many students as possible. As a private school, SCA's resources are limited relative to publicly funded systems; its budgets are met solely by tuition and fee payments. Nevertheless, SCA hopes to make its excellent academic programs accessible to families by offering an assortment of bursaries and scholarships. One of those bursaries is assigned based on financial need.

## WHO QUALIFIES?

Families who believe themselves to be financially disadvantaged may apply to the SCA financial need bursary. Generally, the board of Sudbury Christian Schools, Inc shall define financial disadvantage as a **total household income of less than \$50000 before taxes for a single child family**, but will also take into consideration extraordinary circumstances related to recent accidents, illness, injuries, or other hardships affecting family finances.

DO I QUALIFY?		Students Enrolled Per Household			
Household Income Before Tax		1	2	3	4
\$50000		✓	✓	✓	✓
\$55000			✓	✓	✓
\$60000				✓	✓
\$65000					✓

## HOW DO I APPLY?

Interested qualified families may write a letter addressed to the board of Sudbury Christian Schools, Inc explaining the financial need. Attached to the letter must be a copy of the applicant's most recent tax assessment. The letter may be submitted in a sealed envelope and delivered to the main office of Sudbury Christian Academy. The principal will present the application to the board at its next scheduled meeting.

## HOW LARGE IS THE BURSARY?

The SCA financial need bursary is up to \$500 per qualified student per academic calendar year.

## TERMS AND LIMITATIONS

An individual student may not earn more than one financial need bursary per academic calendar year.

Qualified multi-child families may earn more than one bursary per family, but no more than one bursary per student per academic calendar year.

The total number of bursaries available in a given academic calendar year are determined in advance based on what the school budget can sustain.

The board reserves the right to determine the final bursary amount to be assigned to each student and/or family, up to and including the full eligible amount, aiming to provide equitable support to as many families as possible.

The board reserves the right to assign less than the full eligible amount to an applicant without explanation, with the prior mutually shared understanding that the board is aiming to provide equitable support to as many families as possible.

The allotted bursary amount shall be applied against the applicant's tuition owing, and shall not be applied to other fees, services, or programs.

The allotted bursary amount shall be applied against the applicant's tuition owing, and shall not be paid out in cash or kind.

Both current and prospective students may apply for the financial need bursary.

The application window will remain open until there is no room left in the financial need bursary budget. The application window is subject to close without notice.

#### **HOW SOON SHOULD I EXPECT A RESPONSE?**

The board of SCS, Inc shall review each application for the SCA financial bursary at its next scheduled meeting. Please allow up to eight weeks for a response. The principal of SCA will respond in writing either by email or letter mail.