



Tuition Adjustment Application and Process
2016 / 2017

Choosing independent education for your child and family is a decision that requires much consideration, on both philosophical and financial levels. In an ideal world we would choose the educational system we want for our children based on its relative merits and not by financial ability to pay. But, since the current reality is such that alternative choices are not fully-funded by government, we, as an organization, must provide the additional funds needed to pay our teachers, provide a roof over our student's heads and for classrooms resources.

While we endeavor to keep our fees as low as possible, it is impossible to not have these fees. And while most teachers in a Waldorf school recognize they chose this job because it is their passion than for high financial reward, the school community must take responsibility for providing a livable salary so that they can be free to serve our children.

Please note that this process is not intended to put up barriers for tuition adjustment, but to ensure that a fair and transparent process is in place so the school can be a healthy, financially responsible and fully accountable organization. If it is truly a financial hardship to your family to pay the full fees, then tuition adjustment will be granted confidentially and without judgment. We trust that every family will evaluate their financial situation honestly and provide the documentation required in a timely manner.

When applying for tuition adjustment for your family, please consider the following:

1. What can our family provide to ensure that the school is financially healthy and viable, ensuring that this education is available to my family in the future?
2. Are there any other funding sources that can be pursued? Is there a parent, grand-parent, or family relative who might be inspired to help with tuition or make a donation to the school?
3. What choices have we made to free-up our financial situation to allow us to contribute to the financial stability of the school?
4. Is our family's need for tuition adjustment temporary? When our financial situation changes positively, can we provide more, or can we consider re-paying the difference or a portion of?

Application Procedure and Time Lines:

To apply for tuition adjustment, please:

1. Complete the **application** form (pages 3 and 4 of this document)

2. Compose a short **cover letter**, addressed to the Tuition Adjustment Committee, indicating:
 - i) the details surrounding your application for tuition adjustment,
 - ii) how much tuition adjustment you are asking for, or what you evaluate you are able to contribute, and
 - iii) if temporary, how long you anticipate you will need tuition adjustment.
3. Complete the attached **financial worksheet** (This can help you determine what level of tuition adjustment you may need.) Please do not put your name on the worksheet.
4. Attach a copy of your family's **2015 Notice of Assessment** tax information. (If your 2015 Notice of Assessment is not available, please include your 2014 copy.)
5. Drop off the package in a sealed envelope, marked confidential, to the school office care of Diane Riley, TA Chair.

Determining Fees:

1. An independent financial specialist will review the information (in confidence, all names and social insurance numbers will be removed by the TA chairperson) and make recommendations to the TA Chairperson.
2. The TA Chairperson will then contact the family on or before April 11th and let them know the level of tuition adjustment granted. If the level is higher than the cover letter indicated, the applicant will have the opportunity to provide additional information that the committee may not have considered.

Confidentiality:

1. Tuition Adjustment is confidential and is not shared with Faculty, Board or Administrative staff other than the Administrator.
2. This same level of confidentiality is also expected from the family receiving TA and details should not be shared with other families or to the outside community.

****Preschool Programs are not eligible for Tuition Adjustment.**



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Family Information:

Parent or Guardian 1: _____ Financially responsible: _____

Address: _____

Cell Phone: _____ Home Phone: _____ email: _____

Mother / Father / Guardian (circle) Married / Common Law / Separated / Divorced (circle)

Occupation: _____ Employer: _____

Full Time _____ Part Time _____ Hours per Week _____

Business Owner: Yes / No Business status: Corporation / Partnership / Sole Proprietorship

Parent or Guardian 2: _____ Financially responsible: _____

Address: _____

Cell Phone: _____ Home Phone: _____ email: _____

Mother / Father / Guardian (circle) Married / Common Law / Separated / Divorced (circle)

Occupation: _____ Employer: _____

Full Time _____ Part Time _____ Hours Per Week _____

Business Owner: Yes / No Business status: Corporation / Partnership / Sole Proprietorship

Children in Family:

Child: _____ Enrolled? _____ Grade for 2016-17: _____

Child: _____ Enrolled? _____ Grade for 2016-17: _____

Child: _____ Enrolled? _____ Grade for 2016-17: _____

Child: _____ Enrolled? _____ Grade for 2016-17: _____

Please note: Tuition Adjustment is not available for Preschool programs or Supply Fees
Application Deadline: March 24, 2016

For Admin use only

Date Application Received: _____ Cover Letter: _____ Worksheet: _____

Notice of Assessment(s) Mother _____ Father _____

Other Information:

Why is it important to you that your child(ren) attend the Whistler Waldorf School?

What choices have been made to free-up resources to allow your family to contribute to the financial stability of the school?

Is your family's need for tuition adjustment temporary? If your financial situation changes positively, will you be able to provide more, or could you consider re-paying the difference or a portion of?

Have you requested assistance from relatives? Yes _____ No _____ If yes, amount \$ _____

Please provide any other information that you feel would help the Tuition Adjustment Committee in assessing this application:
