



Catholic Independent Schools of Vancouver Archdiocese

Board of Directors

COVID 19 Tuition Assistance Form

We recognize that some families have been impacted financially by the economic dislocation caused by COVID 19 and wish to emphasize to our families that we are here to help. Our commitment to you and our desire is that all families remain part of our Catholic schools for the remainder of this school year. Surviving *and* thriving through this will require everyone's sacrifice and service to one another.

We are looking at every opportunity to reduce costs (without compromising the quality of education) to free up resources to provide tuition assistance to families impacted financially by this crisis.

If your financial circumstances have changed significantly as a result of COVID 19 and you are unable to pay your tuition, please write to the principal Deborah Welsh and the Education Committee Chair, Katrina Bellosillo and we will work with you on an appropriate plan to defer tuition fees in whole or in part. We do not want anyone to withdraw from the school should they be unable to pay tuition.

Please complete and return this application to Miss Welsh at welsh@stmatthewselementary.ca

First name: _____ Surname: _____

Preferred Phone: _____ Email: _____

Names and grades of your child(ren) enrolled at [name of school].

Name	Grade

Check as appropriate

Option

- To pay the balance of my April-June tuition in equal payments on the first of the month between now and 1 August.
- To pay the balance of my April-June tuition in equal payments with payments on the 1st and 15th of each month to 30 August.
- To reduce my monthly tuition payment for April-June to \$ _____ per month and work with the school on a payment schedule for the balance.
- Other tuition relief (please explain below)

I/we confirm that I/we have had a major loss of family income due to COVID 19 and have either been laid off, lost employment, or (if self-employed or small business owner) have lost income.

Father: _____ Mother: _____
Signature *Signature*



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We ask that families provide a Record of Employment or notice of layoff from their employer.

Please also indicate if you have applied for the Canada Emergency Response Benefit.

Other Tuition Relief (please describe)

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For Office Use

Date Submitted	
Date Reviewed by COVID Tuition Assistance Relief Committee	
Decision	



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Frequently Asked Questions - Schools Tuition and Fees

Several school programs have been cancelled as a result of COVID 19 and the need to adhere to guidance given by the Provincial Health Officer and Ministry of Education. Will families receive a refund of fees for these programs?

Yes. The school accounting office is working with all program coordinators and school administration to determine what portion of these incidental fees can be refunded immediately. Refunds will be given for those programs and activities that were to take place between 30 March and end June (eg, hot lunch program, mission trips, team participation fees, etc.).

How will these refunds be processed?

Refunds will be processed and returned to families no later than 15 April 2020. Any specific fees where the refundable portion has yet to be confirmed by this date will be refunded as soon as possible after this date once confirmation has been received.

The method of refund payment will vary from family to family. The quickest and preferred method for the school is by electronic funds transfer credit to the same bank account that the school has on file. In instances where the school does not have these details a cheque will be issued and sent by regular mail. Families wishing to obtain these refunds via electronic funds transfer where they have not provided those details to the school should contact the school to make arrangements.

Does my family still need to pay tuition for the balance of the 2019-20 school year?

Yes, full tuition remains due for the balance of the school year. We recognize that some families have been impacted financially by the economic dislocation caused by COVID 19 and wish to emphasize to our families that we are here to help. Our commitment to you and our desire is that all families remain part of our Catholic schools for the remainder of this school year. Surviving *and* thriving through this will require everyone's sacrifice and service to one another.

What if my family is unable to pay the balance of tuition fees due?

We are looking at every opportunity to reduce costs (without compromising the quality of education) to free up resources to provide tuition assistance to families impacted financially by this crisis. If your financial circumstances have changed significantly as a result of COVID 19 and you are unable to pay your tuition, please write to the principal and the Education Committee Chair and we will work with you on an appropriate plan to defer tuition fees in whole or in part. We do not want anyone to withdraw from the school should they be unable to pay tuition.

If you need to make such a request, please complete the attached form and email it to Miss Welsh and the PEC Chairperson, Katrina Bellosillo – welsh@stmatthewselementary.ca