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## Bursary Policy

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King's mission is to equip all students "to grow in wisdom and stature and in favour with God and man"(Luke 2:52). The King's bursary program is designed to give access to students and families who desire a King's Christian Collegiate education but may be limited by financial realities. From inception, King's has maintained a clearly stated strategic goal to welcome families from a wide range of incomes to participate fully in the King's program.

- The bursary budget as part of the operating budget is approved by members at the Annual General Meeting.
- Financial relief is available for tuition, transportation fees, global trips and other program excursions. There is no financial relief available for a Capital Levy.
- King's makes no provision for bursaries based on giftedness in athletics, academics, music or other abilities.
- King's requests all applications for tuition and transportation relief be made through Apple Financial Services (AFS). King's currently uses Apple Financial Services to provide an arm's length unbiased evaluation of the applicant's financial resources and ability to fund tuition.
- An application must be made every school year in accordance with the time-lines specified.
- In making an offer of a bursary, the committee will consider the following factors:
  - AFS recommendation based on the financial data provided by the applicant family.
  - Previous year bursary.
  - Amount requested.
  - Christian school background.
  - Extenuating circumstances e.g. loss of job; child with disability.
  - Single parent family.
  - Other tuition obligations.
  - Unpaid tuition from previous school year.
- The committee will not offer a bursary in excess of 75% tuition except in very exceptional circumstances. These exceptional bursaries may only be granted by the agreement of the Principal, Director of Admissions and the Director of Finance. These bursaries will be accompanied by documentation specifying the extraordinary circumstances.
- A file will be kept securely for each family that receives a bursary. The file will include:
  - The AFS Application
  - Internal document stating amount requested, recommended and approved and signed by the Principal, Director of Admissions and Director of Finance.
- At the first regular board meeting of the school year, the board will receive a summary report showing every bursary granted for the new school year. To ensure appropriate confidentiality and respect for the family, each award will have an identifying number. This report will also provide an explanation when an award issued materially exceeds the amount recommended by AFS.
- King's also accepts applications for a bursary in connection with Global Trips and require a manual application form be completed.