



POLICY 112

Family Support Fund Policy

Purpose

To assist families who require short term financial assistance to continue to send their child(ren) to the Montessori School of Regina due to:

- Unexpected/unforeseen financial needs (e.g. job loss)
- Personal or family crisis (e.g. significant illness)
- Other mitigating factors that may be considered by the Head of School/selection committee

This fund is not intended to be advertised as scholarship or bursary. Rather it is a fund set aside for existing members of the Montessori community who have experienced a hardship. This may happen through a referral from a staff member or direct contact from a family.

Applicant Criteria

- Must include relevant information in order to allow/assist the selection committee to determine that a valid need exists and that the information is factually supported by a second party (e.g. Doctor's note, letter from community member, Head of School verification, etc).
- Must demonstrate that this financial need is short term in nature as the fund is not intended to supplement tuition for the duration of the school year.
- Must demonstrate a financial need that, if not met, is likely to result in the family withdrawing from the school or experiencing undue hardship.
- Must demonstrate that other funding options, where available, have been pursued, and that this is not a duplicate payment covering the same costs.

Review and Decision Process

Individuals may apply for the Montessori Family Fund and provide information regarding their specific situation. The Review Committee will assess the specific situation, determine that a valid need exists and, if approved, allocate an appropriate dollar amount to be applied directly to the child(ren)'s tuition. This amount may vary from the requested amount on the application.

The fund is a finite amount and is set each school year. Applications will be assessed in order of receipt until all monies have been allocated. The selection committee may, at their sole discretion, approve or decline an application for the fund. All applications for

the fund will receive a written notice of whether they will receive funds, the amount and details of how these funds will be allocated (if applicable).

The Review Committee is comprised of:

1. HOS
2. Chair of the Board of Directors (*ex officio*)
3. Vice Chair of the Board of Directors

Rating Guidelines

It is important to recognize that each situation is unique and it may not be possible to rate against set criteria. As such, each application will be reviewed based on the information provided and the following factors will be considered in determining the amount of funds approved. Points will ONLY be allocated to applications if multiple applications are received and the fund is unable to cover the amounts requested. The points, if required, may be a useful tool to assist in determining allocation of remaining funds.

Relationship with the school (10 points)

- Based on Head of School and/or staff member feedback
 - Are there any factors that we should consider in reviewing this application?
- Was the family in good standing, financial or otherwise, prior to the application?
- Does the family have a positive relationship with Montessori?

Tenure (5 points)

- Has the family been with Montessori longer than the current year?
- Is this a family with multiple children that have attended the Montessori program?

Commitment (5 points)

- Has the family demonstrated commitment to MSR through school involvement, continued enrollment, etc?

Severity of Situation (10 points)

- In determining the amount of support to provide, was information was given regarding the type or amount of support required? Was the application completed fully?
- Is the situation less severe or shorter-term? Is the situation more severe or longer-term?
- Do we feel that we have enough or the right information to disperse funds?

Notification of Decision

Once an application is reviewed and the decision made, the application form containing confidential or private information specific to the family will be destroyed. The Review Committee will, however, be required to capture comments regarding their decision, the name of the family/child(ren), the amount approved, etc. in order to track participation in the fund.

Applications will be reviewed in the order received. A virtual meeting will be held among the members of the Review Committee within 4-6 days to discuss the application and arrive at a decision based on consensus.

The Board will be notified of the decision either via email or at the next Board meeting.

Applicants will be notified in writing of the Review Committee's decision.

Decisions regarding an application are final. Should the applicant feel that there is additional, substantial information that was not provided in the initial form, the applicant may submit one (1) revised application with this information. For example, the applicant has received a differing diagnosis from a doctor, etc.

This policy is intended to cover anticipated situations that may occur, while also recognizing that each . There may be times, where, at the discretion of the Review Committee, additional applications related to a single incident or unforeseen situation may be considered. The Review Committee will review each application on its merits, with consideration for fairness, as well as available funds.