

June 1, 2011



**RICHMOND
CHRISTIAN
SCHOOL**

TUITION ASSISTANCE APPLICATION

Dear Brother/Sister in Christ,

We are pleased to accept your application for Tuition Assistance.

To help us review your application, we would appreciate you filling out the enclosed application form for tuition assistance. The information is not meant to be an intrusion into your financial affairs, but will enable the Tuition Review Committee to give a fair evaluation to all applicants.

The school has financial commitments to staff, financial institutions, and other expenses necessary for the proper functioning of the school. Therefore, we are required to be good stewards of all finances entrusted to us. We are accountable to God and to the membership for such matters. The Richmond Christian School also recognizes that for various reasons, some families are unable to meet the full tuition requirements. For this reason, the school is committed to providing financial assistance based on individual family information, from 20% up to a maximum of 100% on the annual tuition fees requirement of applicants.

If you have any concerns or questions about the procedure, please feel free to contact Mrs. Aza Nakagawa at the 604-274-1122, ext. 121. Please return the completed application form and the required documents to the Middle School campus at 10200 No. 5 Road, Richmond, B.C. V7A 4E5, Attn. Mrs. Aza Nakagawa.

Thank you.

Tuition Review Committee

INSTRUCTIONS TO COMPLETE FINANCIAL ASSISTANCE APPLICATION FORM

Please complete the application in full. Incomplete applications will be returned without consideration. Our mandate as a Committee is to provide financial assistance to those families where payment of full tuition would likely cause financial hardship or would be impossible. We attempt to ascertain which situations are most needy based on the information received on the application form and supporting documentation. All applications are held in the strictest confidence.

A. GENERAL INFORMATION

Line 2 In the case of separated or divorced parents, please submit separate Financial Assistance Application Forms or provide explanation of circumstances preventing this.

B. TUITION

Line 1 List all children who are enrolled in school and for whom you are paying school tuition fees.

D. NET WORTH STATEMENT

Line 1-2 List all real estate owned (i.e. principle residence, rental properties, recreational properties, etc.). Include a copy of your **most recent tax assessment notices. Mortgage amounts outstanding are to be verified with bank statements.**

Line 3-4 Indicate monthly payment if vehicle is leased.

Line 5 Include net value of business(es). Include a copy of the most recent corporate balance sheet (if applicable).

Line 6-8 Include value of all liquid assets including term deposits (with maturity dates), stocks, bonds, GICs, bank accounts, RRSPs, or other savings. Attach separate schedule if necessary.

Line 9 List recreational vehicles such as bicycles, boats, motorcycles, travel trailers, motor homes, etc.

Line 16 Use the comments section below the net worth statement to explain the credit card debt. Attach a separate sheet to explain further if necessary.

E. INCOME

Lines 1-2 List all income for all sources

Attach a copy of the first four pages of your most recent tax return.

In case of self-employment*, include a copy of income/expense statements and balance sheet. Be sure to identify shareholder's loans (if applicable).

**Self-employment is defined as the owner of shares in limited corporations, partnerships, or as a sole proprietorship/cottage industry.*

Line 7 Include a copy of the "BC Family Benefit Notice" and a copy of the "Child Tax Benefit Notice" for the applicable period.

Line 8 Include the total amount of child maintenance payments received in the preceding 12-month period. Note whether the child maintenance is court ordered and if it is consistent.

Lines 9-10 Include the total amount if EI and/or Social Assistance payments received in the preceding 12-month period.

F. EXPENSES

Lines 1-23 Compete as accurately as possible.

G. SPECIAL CIRCUMSTANCES

Special circumstances can include appeals on compassionate grounds. Please explain in as much detail as possible to assist in an evaluation of need.



**FINANCIAL ASSISTANCE APPLICATION FROM
FOR SCHOOL YEAR _____/_____**

CONFIDENTIAL

Please read the attached instructions carefully – incorrect or incomplete application forms will be returned without consideration. Please print clearly.

A. GENERAL INFORMATION				
1. Name _____		2. Marital Status Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Other _____ <input type="checkbox"/>		
3. Street Address _____				
<i>Street</i>	<i>City</i>	<i>Prov.</i>	<i>Postal Code</i>	
4. Phone _____		5. Email _____		
<i>Home</i>	<i>Work</i>	<i>Cell</i>		
6. Church affiliation _____		7. Are you a member of that church? Yes <input type="checkbox"/> No <input type="checkbox"/>		
8. How many people are in your family unit, i.e. parent(s) and children under 19? Enter total in box.				
B. TUITION				
1. List children under 19 years of age attending fee paying schools – beginning with eldest.				
NAME	AGE	SCHOOL	GRADE	TUITION \$ (Annual)
2. Total tuition \$ _____				
3. Total Richmond Christian portion of this tuition \$ _____				
C. ASSISTANCE				
1. What is the amount you are seeking in assistance from RCS? \$ _____ Monthly \$ _____ Annually				
2. For how long are you applying for assistance? 1-6 Months <input type="checkbox"/> 6-12 Months <input type="checkbox"/> 12-24 Months <input type="checkbox"/> Longer than 24 Months <input type="checkbox"/>				
3. Are you self-employed? Yes <input type="checkbox"/> No <input type="checkbox"/>				
4. Have you sought assistance from other family members/church/friends? Yes <input type="checkbox"/> No <input type="checkbox"/>				
5. Have you sought assistance from RCS in the past? Yes <input type="checkbox"/> No <input type="checkbox"/> Years? _____				
6. Are there any circumstances, which will either positively or negatively affect your ability to pay tuition in the near future? (recent bankruptcy, proceeds from estate/inheritance, starting new job, etc.)				

D. NET WORTH STATEMENT

	VALUE	OWING	MO PAYMENT
1. House			
2. Other Real Estate			
3. Vehicle Yr/Make_____			
4. Vehicle Yr/Make_____			
5. Business Investments			
6. Savings			
7. RRSP'S			
8. Annuities			
9. Recreational Equipment			
10. Cash			
11. Credit Card Debt			
12. Personal Debt or Line of Credit			
13. Other _____			
14 TOTALS			

15. Total Value \$ _____ Less Total Owing \$ _____ = Total Net Worth \$ _____

16. Comments

E. INCOME

	EMPLOYER	ANNUAL
1. Employment Income – Father		
2. Employment Income – Mother		
3. Business Income		
4. Commission Income		
5. Pension Income		
6. Rental Income		
7. Child Tax Benefit		
8. Alimony/Child Maintenance		
9. Employment Insurance		
10. Social Assistance		
11. Dividend/Interest Income		
12. Trust Fund Income		
13. Other (including income from family members)		
14. TOTAL INCOME		

