

## Chelsea Forest School (CFS) Bursary Program 2017-18

Chelsea Forest School (CFS) is a registered charity serving families in Chelsea and surrounding areas. Fundraising efforts allow CFS to keep tuition fees accessible to the majority of our community, but these fees remain too high for some families. With this in mind, CFS has established a Bursary Program to subsidise tuition fees for lower-income families who may not otherwise be able to join our school. Please note that as our budget is limited, we may not be able to respond favorably to all requests for assistance received in a given year.

### **Eligibility**

- The Bursary Program is open to families currently enrolled in CFS, as well as those looking to enroll in the school.
- Families need not reside in Chelsea to apply for a bursary, but priority will be given to Chelsea residents when allocating bursaries.
- To be considered for a bursary, families' total income<sup>1</sup> should be at or below the Low-Income Thresholds for Québec used by the Government of Canada (GoC) to determine eligibility for its student grants program. For the 2017-18 academic year, these thresholds are as follows:

### **Low-Income Thresholds - Valid for 2017-2018 Academic Year<sup>2</sup>**

<b>Household Size</b>	<b>Maximum Gross Income Eligibility (Annual)</b>
2	\$30,597
3	\$37,615
4	\$45,670
5	\$51,798
6	\$58,418
7 or more	\$65,040

- Any change in a family's income during the year will need to be reported to the school, and could affect a family's continued eligibility to receive funding from the program.

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<sup>1</sup> *Total income* should reflect all sources of income, as reported on tax returns. This could include wages; employment insurance, disability insurance, social assistance, and other government benefits; child or spousal support; etc. If a child resides in more than one household (in the case of shared custody, for instance), the income of both households will be taken into account.

<sup>2</sup> <https://www.canada.ca/en/employment-social-development/services/student-financial-aid/student-loan/student-loans/needs-assesment.html?wbdisable=true#t10a>

## **Chelsea Forest School (CFS) Bursary Program 2017-18**

- Families may apply to receive a bursary for more than one child.
- Receipt of a bursary one year does not guarantee funding for the following year. Families will need to re-apply for the program at each registration period.

### **Application Process**

- Applications for full-year bursaries should be submitted as part of the registration process for each new school year. Applications for temporary assistance may be submitted at any time during the course of the school year.
- Families wishing to apply for a bursary should complete an application form. Successful applicants will be asked to provide supporting documentation regarding the family's financial situation.<sup>3</sup> Chelsea residents also will need to provide proof of residence.
- Application forms are available for download online, or may be obtained by contacting the school.

### **Evaluation of Applications and Allocation of Bursaries**

- The school's Financial Assistance Committee (FAC) will assess and rank applications received according to financial need, with priority given to Chelsea residents.
- The value of a bursary offer will vary according to the needs of each qualifying family. Some families may require a full bursary for their child, while others may need more modest assistance. Assistance may be provided for the duration of the school year, or on a temporary basis, depending on the needs of each family.
- Following final approval by the school's Executive Committee, the FAC will communicate with all applicants to let them know whether a bursary will be available for their child, and if so, the amount being offered.
- All families receiving a bursary will be expected to meet the other membership requirements of the co-op, such as participation in duty days and fundraising events.

### **Protection of Privacy**

- Bursary applications will be kept strictly confidential, and measures taken to protect the identity of applicants.

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<sup>3</sup> Families selected for a bursary will be required to provide a copy of their latest tax return to support statements made on their application, before a formal bursary offer is made.

**CHELSEA FOREST SCHOOL  
BURSARY PROGRAM APPLICATION  
(2017-2018 SCHOOL YEAR)**

*This application form will be assessed by the CFS Financial Assistance Committee to determine eligibility for the school's Bursary Program. Applications that meet the eligibility criteria will be ranked according to need, with priority given to families residing in Chelsea. No supporting documentation is required at this time, but successful applicants will be asked to provide proof of income and residence before a bursary is granted. If you are applying for more than one child, you need only complete one form. Applications will be considered on a rolling basis.*

*Please note: If the child for whom you are applying resides in more than one household (e.g., in the case of shared custody), you will need to fill in the relevant information for each household for questions 8, 9, 10 and 11.*

**1. Child's Name:**

**2. Mother's Name:**

**3. Father's Name:**

**4. Child's Address (if more than one, please list all):**

**5. Phone Number:**

**6. Email (optional):**

**7. With whom does the child live (both parents, mother only, father only, shared custody, other - please specify)?**

**8. Are other adults contributing to the household income? If yes, please explain.**

**9. Gross family income (annual)<sup>1</sup>:**

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<sup>1</sup> This should include all sources of income (e.g., wages, child support, alimony, employment insurance, social assistance, other government benefits, and any other source of income.) If a child is living in a shared custody arrangement, both parents must report family income and household size for their respective households.

**CHELSEA FOREST SCHOOL  
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10. Household size<sup>2</sup>:

11. Please list others living in the child's home:

<b>Relationship to Child</b>	<b>Age</b>
Example: Brother	2

12. What level of assistance do you think you would require for your child to attend CFS?<sup>3</sup>

13. Please outline any special financial or family circumstances that you would like the Committee to take into account when reviewing your application:

**I hereby certify that all of the above information is true and accurate to the best of my knowledge.**

**Parent(s)' Signature(s):** \_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_

<sup>2</sup> Number of people residing in household who are dependent on family income.

<sup>3</sup> The Bursary Program provides assistance on a sliding scale, according to need. Some families may require modest assistance with tuition fees, while others may need a full bursary for their child.