

# Toronto Waldorf School Policy and Procedure

**APPROVED BY:** Toronto Waldorf School Board of Trustees

**EFFECTIVE DATE:** January 2008

**PREPARED BY:** Finance Committee of the Board

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## Tuition Adjustment Program

### BACKGROUND

The mission of the Toronto Waldorf School states, in part, that "It is our ideal that this education be available to all who seek it, regardless of economic status".

Tuition Adjustment arose out of the desire to make the education at the Toronto Waldorf School as accessible as possible within budget resources. Consequently, every attempt is made to distribute Tuition Adjustment Awards fairly, based upon need. The analysis takes into account net family income and an analysis of family assets. Recommended adjustment calculations are based on the Government Cost of Living Standards along with the number of children.

This policy and process will provide the Tuition Adjustment Committee with clear guidelines to ensure that all applicants have an equal opportunity to receive financial adjustment.

### POLICY

1. Selection and Configuration of the Tuition Adjustment Committee.
  - The Tuition Adjustment Committee is a committee of the Board. As such, it is the Board's responsibility to select the committee and ensure its members are capable and familiar with all aspects of the Tuition Adjustment Program. The committee will be in place by February of each year.
  - The committee consists of the TWS Development Officer, Business Manager and two individuals who have no direct ties to the school (arms length) but have a sympathy for and an understanding of the Toronto Waldorf School and the philosophy behind the Waldorf school movement.
2. The Tuition Adjustment program will consider the following situations:
  1. Families who do not have the economic means to pay the full contract amount for their children.
  2. Families who encounter unexpected financial hardship during the school year (*Emergency Tuition Adjustment*).
3. The amount of funds available in any given year is determined by the Board. A separate budget amount will be established to respond with financial support for new families, or an unexpected emergency which a family may encounter during the year.
4. The net worth of the family will be considered in the awarding of Tuition Adjustment. Business assets will be included in calculating net worth. All sources of income must be declared.

## Tuition Adjustment Policy

5. Tuition Adjustment amounts are based on payment of the tuition fee and the donation pledge. In the event that a family chooses not to include this donation pledge in their contract then any tuition adjustment amount will be reduced accordingly.
6. The Finance Committee will review the Tuition Adjustment Policy annually and make any recommendations deemed necessary to the Board in December and revise as needed prior to the tuition adjustment application process for the next school year.

### Eligibility Criteria

1. All students enrolled in a core program (Nursery to Grade 12) are eligible.

### Application Process

1. All applicants must submit a completed FACS (Financial Aid for Canadian Students) package directly to Apple Financial by the specified due date.
2. Submission deadlines for applications will be strictly adhered to.

### Tuition Adjustment Award Process

1. The Business Office reviews all summary reports received from FACS verifying that the required criteria have been met and that the account is in good standing.  
For the school's purpose accounts being in 'good standing' means that all contracts for the current and any previous year have been paid in full or will be done so according to the contract payment schedule, or current approved Alternate Payment Plan. **Please note: Tuition Adjustments may be revoked if the account is not in good standing at any time.**
2. The amount of adjustment provided to each applicant will be based on all FACS recommendations pro-rated to the Tuition Adjustment budget allocated to the applicable contract year.
3. Once adjustment amounts have been determined, the Business Office will issue a letter indicating to the applicant that they have either qualified for tuition adjustment or not. If they have qualified, the letter will contain the amount of the adjustment, and the deadline for acceptance of the new amount.
4. **If an applicant is not satisfied with the Tuition Adjustment amount, they may request a further review by following the process outlined below.**
  - A written request must be received in the business office, within two weeks of the date of the notification letter, explaining in full, any circumstances that are felt the committee should consider during the review.
  - A scheduled meeting will take place between two members of the Tuition Adjustment Committee and the applicants, to facilitate dialogue during the review.
  - Once all meetings have been completed, the Tuition Adjustment Committee will make final decisions on adjustments.
5. **All decisions made by the Tuition Adjustment committee are final.**  
The committee may choose to consult members of the Finance Committee during the Tuition Adjustment process.