



Tuition Assistance Information and Application Package

Thank you for your desire to enroll your child(ren) at Westpark School. We are happy to work with you through our Tuition Assistance program to partner with you in providing a quality education and learning community for your family. We are glad you are part of our community!

About Tuition Assistance:

We recognize that financial circumstances can make it difficult to allocate funds to pay for tuition fees for your child(ren) and so we are pleased to be able to provide tuition assistance on an as needed and as available basis. To facilitate this process, we have prepared a tuition assistance application which indicates the information we require from you in order to determine eligibility.

How it works:

Please complete and submit to our office the attached Tuition Assistance Application **prior to September 30**.

Please take note of the following important points:

- The enrollment deposit of \$100 per child is still required when you enroll your child.
- Tuition Assistance is applied to the tuition costs for your children. Any capital fee or student fees are NOT covered by this assistance.
- The funds available for Tuition Assistance must be accessed by us by September 30 of each year so we are generally unable to process applications submitted after that date. Special circumstances will be evaluated on a case by case basis. Please be sure to apply early so that we are able to process your application as early as possible.

Once you apply for assistance, your application is considered confidential with the Tuition Assistance team being the only people to process the information. Our finance department and administration are the only Westpark Staff to know which students come through the Tuition Assistance program. Teachers and other staff are not informed.

Determining Eligibility:

According to provincial statistics, the annual cost of living for a family with 2 children in Manitoba is \$41,000 with each additional dependent adding \$5,000 per year to that cost. Based on that number the

questions we are asking you will put your financial situation through a formula to determine your eligibility for tuition assistance.

Notification of Eligibility:

Once your application has been processed you will receive a letter notifying you of your eligibility for tuition assistance as well as a statement indicating the balance of tuition, capital fees and student fees remaining.

What we need from you:

- Please complete the attached application with your household financial and dependent information and provide the documents requested to our office as soon as possible, but no later than **September 30**.
- Arrange a payment plan with our finance department for the balance of tuition, capital and student fees. Payments must be made on time and in full. If there is an issue with a payment, please contact us before the issue arises so that we can work with you towards a solution.
- Parent / guardian involvement in supporting the school through volunteering is a valuable and integral component of the success of the school and enhances the student's experience. You may be contacted by the school to notify you of volunteering opportunities and your participation is greatly appreciated.

Questions:

Please do not hesitate to contact our office if you have any questions relating to completing the attached Tuition Assistance Application or regarding the program in general.

Once you have filled in the next page, please drop it by the office in this envelope along with the supporting documentation and keep this page for your own reference.

Westpark School

B 2375 Saskatchewan Ave W Portage la Prairie, Manitoba R1N 4A6
Academics for today; Character for tomorrow; Jesus forever



Tuition Assistance Application 2024-2025

Date: _____

Name of Parent(s)/Guardian(s) applying: _____

Name(s) of Children applying:	Grade

3 Questions:

A	How much money do you make per year? Net Income of the Household: Please include: Any income, government payments (Child Tax Benefit etc.), alimony or child support.	*Please attach copies of last Notice of Assessment(s) from year 2023 tax return.
B	How many kids do you support in your home? (include anyone you claim as a dependent on your tax return)	
C	How far is it to Portage la Prairie from your home? (If living outside Portage la Prairie only)	

Is there anything else we need to know that would mean that you need extra help with Tuition?

For

your information only: Here is how we calculate how much we are able to help with tuition.

001	(Line A) - \$41 000	
002	(Line B) -2	
003	(Line 002) X \$5000	
004	(Line C) X 2 X 0.10 X 200 – if applicable	
005	(Line 001) – (Line 003) – (Line 004)	
006	(Line 005) * 0.20	
007	Tuition Amount Owing: See Application form	
008	The lesser of (Line 006) and (Line 007)	

I certify that all the information provided on this application is true and complete to the best of my knowledge.

Print Name	Signature	Date
Print Name	Signature	Date

Office Use Only:

Received:	TA Team:	Finance:
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