



Christ Church Cathedral School

912 Vancouver Street
Victoria, British Columbia
V8V 3V7

Telephone (250) 383-5125
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CCCS Bursary Application Process:

Christ Church Cathedral School believes that all children should be able to benefit from our education program. Therefore, we offer financial support by way of a bursary to families who would otherwise find it impossible to attend our school. The amount of the bursary granted depends on demonstrated financial need.

To demonstrate financial need, we ask families wishing to access the bursary fund to submit an application to Apple Financial Services (AFS). This keeps the process at arms length from the School Administration. The School's Board of Directors has a standing Bursary Committee that reviews the recommendations made by AFS and makes a final decision in May.

AFS uses an online application process. In order for your bursary application to be considered for the **2024-2025** school year it must be submitted to AFS no later than **March 31, 2024** – sooner is even better. **AFS advises parents to set aside several hours to complete the application. It may take several sessions if documents need to be found during the application process. For this reason, they strongly recommend that parents start the application well before the deadline in order to complete it on time and not be late.** Please note that AFS has a processing fee of **\$130.00**.

Parents can access this process at www.applefinancialservices.ca. The following is a guide to how it works:

1. Families create a parent account registration
2. After the e-mail address provided is verified, a request will be sent for “account set up”
3. The family then goes into the online application and enters the information requested
4. At the end of the process, requests will appear for the uploading of tax information, i.e. T4's, current year's pay statements, etc.
5. Once the information is uploaded, the payment section will appear and you will be able to pay the processing fee by credit card.

If the family has difficulties uploading the tax information, it can be marked “to be mailed”, and the process will continue, once AFS has uploaded the information it receives.



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Personal Information Protection Act (PIPA) Privacy and Confidentiality Consent Form

I hereby authorize the Christ Church Cathedral Education Society (Society), including any members of the Board of Directors or the Bursary Committee of the Society, its agent Apple Financial Services, or an agent of the Society retained for a similar purpose, and the Head of Christ Church Cathedral School and his administrative personnel, to collect, use, exchange and disclose with each other all particulars and information, including personal information, provided by me for the purpose of consideration of my application for a bursary for the upcoming academic school year.

I understand that I have the right to cancel my consent at any time in the future.

Name of Applicant 1 (please print): _____

Phone Number: _____

E-mail: _____

Name of Applicant 2 (please print): _____

Phone Number: _____

E-mail: _____

Address & Postal Code: _____

Signature of Applicant 1: _____

Date: _____

Signature of Applicant 2: _____

Date: _____

Applicable (upcoming) Academic School Year: 20 ____/20 ____

This form must be returned to the school in order to proceed with bursary applications.
*Please note that separate forms are required for separated/divorced families if both households/families are applying for a bursary.

For any questions about the collection of your information feel free to contact the School Office at 250-383-5125



Apple Financial
Services

Online Application



Financial aid for students attending Canadian schools



Financial Assistance Guidelines for Parents

Every Canadian private school has its own procedures and policies regarding the awarding of financial assistance to student applicants.

However in general terms, there are similar approaches and philosophies that each school uses and these are summarized below, with the caveat that a specific school may have different approaches in some aspects.

1. Financial assistance is awarded to help students attend private school where the financial resources of the student's family are not considered sufficient and there is deemed to be a financial need. Having said that, the philosophy and approach is:
 - a. That the family contribute as much as is possible towards the educational costs of the student, which can mean
 - i. Reduced discretionary funds available to the family for:
 1. Vacations
 2. Retirement contributions, if the parents are relatively young
 3. Club memberships
 4. Camps and other discretionary activities
 - b. That where appropriate, the family may have to borrow to a certain extent to supplement their available funds for educational costs; and
 - c. That financial assistance is provided to help families afford private schooling, and it is not provided to supplement or enhance the lifestyle of the family.
2. However, financial assistance may be restricted by a school in certain circumstances, for example (refer to the specific school website for any restrictions):
 - a. No assistance for junior grades; or

- b. A maximum amount of financial assistance (say 50% of tuition) for any grade, except for emergency situations; or
 - c. Limited financial assistance for students out of province or outside of Canada; etc.
3. The evaluation of financial need for the family of a student is ***an evaluation of that particular family's financial situation*** and resources. Hence there is no predetermined level or range that is used to consider the eligibility for financial assistance of applicants.
 - a. There is no level of income that is used as a criteria;
 - b. There is no level of asset or net worth that is used to disqualify applicants; and
 - c. There is no financial situation or occupation that disqualifies an applicant.
4. The ultimate determination of financial need is the amount of free cash flow that should be available to the family in a normalized situation. However, the school may also consider the borrowing ability of the family based on net worth or available corporate assets, or the availability of support from relatives, and any of these that can supplement this expected available cash. This available cash or other resources is compared to the forecast educational costs for the student and any other child attending a tuition charging school of the family.
5. The difference between the total educational cost and estimated free cash flow is an indication of expected financial need, however the school may not provide financial assistance equal to this determination, for various reasons;
 - a. The school may have limits on the amount of financial assistance it will provide in certain circumstances;
 - b. The school may have limited financial assistance funds, and as a result, it may be only able to provide limited assistance in certain circumstances in order to benefit the most number of applicants;
 - c. The school may have allocated most of its financial assistance funds for students already in the school, and so have limited funds remaining for new students.
 - d. The school may have limited funds and therefore prioritize those funds for certain types of applicants (scholarship, athletic, disadvantaged home life, etc.) with the result that limited funds remain for other applicants.

The final decision for financial assistance is made by the school taking into account numerous factors, often competing, including family finances, school finances, student academics/talents, etc. This decision is a combination of objective and subjective factors and is always a difficult decision to make.

The final decision is often a compromise between family needs and available funds being utilized to assist the maximum number of students.