

## **Financial Adjustment Program 2024-2025**

### **Overview**

Polaris School and Centre aims to ensure that no child be denied the opportunity to attend the School for financial reasons. Funds for our Financial Adjustment Program are raised by the School Community through fundraising, gifts and special events throughout the year. Commitment to the School is expected of all families, regardless of the level of their financial contribution. All families, including those receiving assistance, are expected to contribute to the best of their ability to the School, by volunteering, recognizing that a Financial Adjustment Program benefits everyone, and enhances our classes and school community.

Although the School is committed to trying to meet the needs of all families who seek a Waldorf education, we must do so in a fiscally responsible manner to ensure that we are able to run all of our programs and meet the needs of the School. Therefore, there are some limits to the amount of financial support available. Each year the Board will decide on the amount of assistance the school is able to provide and the Financial Adjustment Committee must work within that framework. At this time, our Financial Adjustment Program is available to all families with a child(ren) enrolled in any of our 3, 4 or 5 day programs. We understand that each family has their own unique situation, and our hope is to foster a relationship with each family of mutual care and respect.

Financial Adjustments are given to students whose families are deemed to have financial need. Note that each family is expected to contribute as much as possible towards educational costs. It is understood that this may result in there being reduced discretionary funds available to the family for items such as;

- Vacations,
- Retirement contributions, if the parents are relatively young,
- Club memberships,
- Camps, after school activities and other discretionary activities.

Financial Adjustments are provided to help families attend the school, they are not provided to supplement or enhance the lifestyle of a family.

To facilitate this process, we have partnered with a local, independent organization, Apple Financial, who has a long history of working with independent schools and many Waldorf Schools throughout Canada. We would welcome you to visit their website to learn more about them and the services they provide (<https://www.applefinancialservices.ca/about> ). All families requesting an adjustment to their annual contribution, must apply online through the [Apple Financial](#) website by a predetermined timeline. Note, that there is a \$130 fee for this service. If this represents a barrier for you and your family, please contact the office to discuss this further. We will strive to find a solution that works for your family.

## Process

If a family is unable to meet the financial guidelines outlined in our fee schedule, the family will then apply for an adjustment and the process is as follows:

- 1) Upon submission of their Admissions Application, the family must contact Dina Cristino to inform her that they are planning to apply for a Financial Adjustment.
- 2) Within 4 days of receiving confirmation of admission to the school, the family must complete and submit the online application form on the Apple Financial website.
- 3) Within 2 weeks after the application is processed, the family will be asked to attend a Financial & Development Meeting, with two members of the Adjustment Committee.

The Financial & Development Meeting is an opportunity for the family and school to come together and have a conscious conversation about both the needs of the school and that of the family. During this meeting the school's budget will be reviewed, as well as the family's own financial situation. Together we will explore if it is possible to meet both the needs of the family and the school. Although the school strives to work with each family, the amount of assistance available each school year is limited and unfortunately, there may be times when an agreement cannot be reached.

The Adjustment Program Committee comprises of three members, the Treasurer, Administrator and an independent member of the community (not a current parent). They will review all adjustment applications and the Administrator and Independent Member will facilitate the Financial & Development Meetings. Discussions between the Adjustment Program Committee and Parents, and the decisions reached will remain confidential. We ask that families applying for and/or receiving support, not disclose this information to others, this includes teachers and staff at Polaris School and Centre and other parents.

Adjustments are for one year and will be reviewed annually with families at the annual Financial & Development Meeting. The criteria for awarding assistance, gives priority to families already in the School. The total amount of financial assistance will be determined each year by the Board of Directors according to the operational needs of the School. Depending upon the number of applications received in any give year, the school cannot confirm that assistance will be available to applicants past the annual early bird deadline.

### Financial Adjustment Checklist:

- Return the Admissions Application via email or mail at your earliest convenience.
- Submit your financial adjustment application online through Apple Financial within 4 days of receiving confirmation of admission to Polaris.
- Attend a Financial & Development Meeting (*note that you will be contacted to arrange for a convenient time to meet*).
- Provide the 10% deposit payment within 3 days of your Financial & Development Meeting unless alternate arrangements have been made.

Still have questions? Please reach out to Dina Cristino at 613-842-4322 or via email;

[dina.cristino@polarisschool.ca](mailto:dina.cristino@polarisschool.ca) .