

## Financial Adjustment Program

### 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. 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.

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. Note, that there is a \$125 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) Submit their Admissions Application by February 21<sup>st</sup>, 2022 and contact the school administrator, Dina Cristino, to inform her that they are planning to apply for a Financial Adjustment.

All admissions applications received after February 21<sup>st</sup>, 2022 from families requesting a financial adjustment will be added to a waiting list. Any additional funds available for that school year will be allocated to families in sequential order.

- 2) Within 4 days of receiving confirmation of admission, the family must complete the online application form through the Apple Financial website.
- 3) Within 2 to 4 weeks after submitting their application, they 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 how best to meet both the needs of the family and the school, and arrive, by consensus, at an annual contribution amount.

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.

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.

**Financial Adjustment Checklist:**

- Return the Admissions Application via email or mail.
- 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 [info@polarisschool.ca](mailto:info@polarisschool.ca)