



**LAKECREST
BURSARY
APPLICATION
PACKAGE
2015/2016**



Bursary Policy

Rationale

Lakecrest-St. John's Independent School has established its Bursary Program in order to offer its world class educational experience to families who might not otherwise be able to avail of it. While making a Lakecrest education more accessible to more families, the Lakecrest Board of Directors must do so in the light of its financial circumstances. The total amount of money available in any given year will vary and the decision to award a bursary and the amount of a bursary is wholly within the discretion of the Lakecrest Board of Directors. The number of families requesting bursaries in a particular year will affect the individual amounts offered by the Board.

Confidentiality

The names of families receiving bursaries shall remain strictly confidential. Only the members of the Bursary Committee will know which children receive bursaries.

Bursary Committee

The Bursary Committee is appointed by the Board of Directors. It consists of the Head of School, the school's Office Manager a current or previous member of the Board of Directors who is/was not a parent of a child attending Lakecrest.

Application Process

Families seeking a bursary must submit a Bursary Application Form (see attached copy). Following the receipt of the Application Form, the Head of School may schedule an interview with the parents submitting the form. This will be an opportunity for the parents to relate any considerations and factors it would like the Committee to take into consideration in reviewing the application. The Bursary Committee will review each application on an individual basis and recommend to the Board the amounts of bursaries to be offered in a given year. A simple code, such as Family A, Family B, etc. shall be used in presenting the recommendations to the Board in order to maintain confidentiality.

Bursaries are offered for one year only and might not be offered in subsequent years. Families requesting bursaries must submit a new application for each subsequent school year. Preference is given to existing students of Lakecrest.

Timelines

The deadline for bursary applications will be May 1 and a decision in regard to the granting of a bursary will be made no later than May 30 in each calendar year. Where extraordinary circumstances warrant, the Bursary Committee may accept Bursary applications after that date. The decision of the Board of Directors shall be final.



Bursary Application Form

Student's Name: _____

Parent Name(s): _____

Date of Birth: _____ Entering Grade _____ in _____
Day Month Year

Address: _____
Street/P.O. Box City Postal Code

Home Phone: _____ Business Phone (F) _____

Email Address: _____ Business Phone (M) _____

Reasons for wanting your child to attend or to continue attending Lakecrest and why a bursary is necessary: (Please feel free to attach additional pages.)

If you are a new applicant, please include copies of your child's two most recent report cards.

In applying for a bursary, I understand that there may be a need to discuss personal financial matters. Should this be required, all information will be held in the strictest confidence.

Signature: _____ Date: _____



Bursary Application: Financial Information

Student's Name: _____ Present Grade: _____

Required documents and information:

A copy of most the recent Revenue Canada Notices of Assessment after personal taxes have been filed.

Indicate Total Family Income (Gross) for last tax year:

_____ \$0 - \$20,000
_____ \$21,000 - \$40,000
_____ \$41,000 - \$60,000
_____ \$61,000 - \$80,000
_____ \$81,000 - \$100,000
_____ over \$101,000

Amount available for School Costs:

Please list below the contributions you can make toward tuition at Lakecrest:

- a) From parents' income and assets: \$ _____
b) From other sources: \$ _____
c) Total Contribution Amount: \$ _____

Bursary assistance requested: \$ _____
((\$9,500 minus total contribution))

Signature: _____ / _____

Date: _____



Bursary Application Reference Form
(To be completed by a referee)*

Name of child: _____

Referee name: _____

Telephone: _____

Address: _____

email: _____

Postal Code _____

Capacity in which you know the child: _____

How long have you known the child? _____

Please describe the child seeking entrance to Lakecrest and indicate how you think he/she might benefit from being a student at Lakecrest and contribute to the school.

Signature: _____

Date: _____

Please include any documents which might assist the Bursary Committee. Documents submitted will be treated in strict confidence and destroyed after the selection process is complete. Please do not send original documents as they cannot be returned. Feel free to attach

* A referee is an adult who has sufficient knowledge of the child to make an informed judgment about his/her suitability as a student of Lakecrest. Teachers, coaches and other instructors are but a few examples. Referees cannot be members of the child's immediate family.