**Financial Assistance at Dunblaine**

**FAQS**

**What is the Purpose of Financial Assistance?**

At Dunblaine we want to make sure that no child is denied entry to our school due to the family’s financial situation. We also want to ensure that the distribution of tuition assistance is fair and equitable while meeting the needs of the school to balance class size and composition. Parents or guardians, to the extent that they are able, must bear the primary responsibility for financing their children’s educations, sometimes at the expense of other discretionary expenditures.

**Who Administers Tuition Assistance?**

Tuition Assistance is administered by the Tuition Assistance Committee (TAC). The TAC reports to the Board of Directors. The budget that the TAC may allocate is set by the Board each year.

**How do I apply?**

Parents or Guardians wishing to apply for financial assistance must complete and submit the Financial Aid for Canadian Students (FACS) application form via the Apple Financial Services’ website. The process is as follows:

1. Visit [www.applefinancialservices.ca](http://www.applefinancialservices.ca)
2. Create a Parent Account Registration where you will be asked to provide your email address;
3. A verification message stating “account set up” will be sent to the email address you provide;
4. Once this verification message is received, you will be able to open the online registration form;
5. At the end of the process, you can upload your tax information such as T4 slips (If you have difficulty uploading this information, you can mark the information “to be mailed in”);
6. Once all your information is uploaded, the payment section will appear where you can pay the application fee by credit card or debit.

Please phone Apple Financial Services directly if you have any questions about the application form.

There is no fee to the family for using Apple Financial Services (the school pays that fee on behalf of the parent).

**By when do I have to apply?**

Applications are due by the first Monday in March. Exceptions must be approved by the Principal.

**Who makes the decision?**

While the FACS provides the financial analysis, it is important to note that Apple Financial Services only makes a recommendation to the TAC. The TAC makes all decisions about whether financial assistance will be provided, and the amounts of such assistance.

**What are the factors that the TAC uses to make decisions?**

The TAC may take into account any information it determines is relevant. Examples of some of the issues the TAC will look at are:

* the amount of subsidy requested;
* the gross income of the parent(s)/guardian(s);the assets and liabilities of the parent(s)/guardian(s);
* the other commitments of the parent(s)/guardians(s) including number of children, elderly parents or other dependants;
* other factors that the TAC determines are relevant including, but not limited to, marital status, recent separations/divorces and deaths, immigration status, maternity leave etc.;
* the age and gender of the student(s) relevant to the student body; and
* the benefit to the school and the student body of the inclusion of the student(s).

**When are decisions made?**

The TAC meets regularly once applications are received to review the FACS’ recommendations and to determine assistance allocations. The TAC aims to have all decisions made within 4-6 weeks of completed applications being submitted to Apple Financial.

**Can I appeal TAC’s Decision?**

No. All decisions are final.

**If I received financial assistance in one year, does that entitle me to assistance in following years?**

No. Families are required to submit a new application each year. As part of being approved for The Dunblaine School’s Tuition Assistance, the school strongly encourages that families commit to volunteering throughout the year. Please consider one of the following areas where you can be involved in volunteering and advise the Principal:

* Board Member
* Bingo
* Fundraising
* Special Events
* Transportation
* Other

**How is Family privacy protected?**

The School makes every attempt to preserve confidentiality throughout the process. The objective of the Board is to staff the TAC with members that are not parents of a child currently enrolled at the school. Only the Principal is aware of these applications, no other staff or board member is involved in the process.

**TIPS FOR APPLICANTS**

**Be prepared**  
Review the FACS requirements and gather the information you need before completing the forms (copies of tax returns and other documentation, including any previous applications). Apple Financial Services provides an [FAQ](http://www.applefinancialservices.ca/faq/index.php) to help answer any preliminary questions. Located at <https://www.applefinancialservices.ca/faq/>

**Allow plenty of time**  
Financial assistance applications can seem overwhelming. Plan to spend more than one sitting to complete the forms. Do not wait until the last minute to apply. Mistakes could adversely affect your application and are difficult to rectify.

**Fill out the form completely**  
An incomplete form will cause a delay in receiving a decision. Meet all deadlines and even submit the application early if possible. Do not forget to hit "submit" and receive acknowledgement of receipt.