

**AP 4.05**

**Category: Business Administration**

**Financial Assistance**

**BACKGROUND & RATIONALE**

CAPE-Centre for Academic and Personal Excellence, commonly known as CAPE or CAPE Public Charter School, is a public school. As such, it maintains open access on a first-come-first served basis to any student/child for whom it can provide a program in support of the student/child's needs. The CAPE program is made available to any child/student that wishes to enrol regardless of gender, religion, nationality, or socio-economic status. Therefore, the CAPE Charter Board supports a financial assistance program.

**PROCEDURE:**

1. Parents for whom the fees may cause hardship may submit a written request for one or more of the fees be waived for that particular year or part of a year, Financial Assistance Program.
2. The CAPE Charter Board entrusts the Secretary-Treasurer with the management of the Financial Assistance Program.
3. The Secretary-Treasurer or designate will structure the Financial Assistance Application Form.
4. The Secretary-Treasurer or designate will ensure that all CAPE parents are informed of the Financial Assistance Program, its criteria, eligibility criteria, process, and timeline for requesting that one or more of the fees be waived.
5. The Secretary-Treasurer or designate will ensure that all CAPE parents have access to the application form in a timely manner.
6. A Request for Waiving of Fees Form must be submitted for each student in the family for each year.
7. The Request for Waiving of Fees Form can be requested and submitted by any parent by November 15<sup>th</sup> of that academic year. No Request for Waiving of Fees submissions will be reviewed and considered past this deadline.
8. The Secretary-Treasurer or designate will collect all applications.
9. The Secretary-Treasurer will review all applications, present a summary of the applications to the CAPE Charter Board, and make recommendations to the CAPE Charter Board.

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10. The completed Request for Waiving of Fees Form is to be reviewed by the Charter Board at the November Board meeting following the submission, and the parent is to be informed of the decision within five (5) working days of the Charter Board meeting.
11. The Secretary-Treasurer or designate will inform the applicants of the decision of the CAPE Charter Board within one (1) month of the CAPE Charter Board's decision.
12. The Secretary-Treasurer or designate will refund any paid fees and return any post-dated cheques that are covered by the Financial Assistance Program within one (1) month of the CAPE Charter Board's decision.
13. From time to time, special circumstances may warrant a review of an application form received past the stated deadline. Each case will be addressed on its own merits.
14. This program relies on the Honour System; no proof of financial need is required, no income tax forms are required.
15. Applicants may withdraw an application at any time.

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**References:**

*CAPE Policy 4.04*

*CAPE charter*

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