



**PICKERING  
CHRISTIAN**  
S C H O O L

## Tuition Support Policy

### **PCS Statement of Purpose**

We want to seize the opportunity to lay the foundations of purposeful growth to receive more students who want to experience Christian education. We desire this to be done in an environment filled with invested families and passionate staff who proactively seek the next level of learning and care for our children. (On Mission/Together/For Learning – PCS Strategic Plan 2023-2027).

### **PCS Mission Statement**

To educate the whole child in a Bible-based environment developing students who exhibit Christ-like attributes, ownership, mastery, innovation and future-ready skills.

### **PCS Vision Statement**

To be a unified, Christ-centered learning community dedicated to “educating the whole child” to his or her full potential – an approach that goes beyond academic achievement to embrace the whole development of each student.

### **History**

Over the last number of years, Pickering Christian School has provided a tuition support (financial support) model that offered tuition reductions to pastoral, ministerial and alumni families. At various times when we would enter into Admissions season for the upcoming Academic school year we would need to communicate that we did not have tuition support outside of these parameters, which led to some families having to seek enrolment elsewhere, where tuition support was available. We also discovered five years ago when we joined Edvance Christian Schools Association and the Christian School Foundation as members, that certain bursaries that were available for member schools to apply for required that your own school’s tuition support model be needs-based and include a process for application and filtering of financial needs of families through a financial service such as FAST or Apple Financial.

With that experience and information in mind, the Finance Team, at the direction of our Principal/COO, Mr. Park, began the process of investigating models implemented by other Christian schools as well as the financial services companies that could provide a safe, private process for weighing individual family needs. The Finance Team determined there was a need to keep tuition affordable and a desire to maintain a level of affordability. This created an opportunity for our community to fulfill the biblical mandate to support those in need through the establishment of a new Tuition Support Model. It was also determined that such a fund would help increase potential enrolment and help with the predictability of tuition revenue.

PCS has also had an ongoing program called Tuition Assistance Program (TAP). This fund is an ongoing donation based fund that was established as an outreach to Alumni families who wanted to donate a monthly or yearly amount towards a fund used to address unexpected tuition hardship encountered by attending families in a

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school year. Funds collected are designated for this purpose and therefore are required to be allocated and disbursed for that sole purpose.

### **Summary**

1. As of January 2026, PCS Tuition Support Model will take on a needs-based approach. Each year the school will determine a fixed tuition support expense of no greater than 10% of gross tuition collected as part of the yearly budget process approved by the Board. These funds will be used to provide financial aid to those parents that demonstrate need.
2. The TAP Fund will continue to exist and will continue to meet the need for unforeseen hardship encountered by an attending PCS family in the academic year.
3. The Finance Director and the Finance Team (Principal/COO, Finance Director and 1 VP) will disburse those funds annually based on needs-based assessment provided by the approved Financial screening service.

### **Details of Tuition Support Fund**

#### **Tuition Support Funds**

The funds are set in the yearly budget and identified as a separate line item. The tuition support funds are not to exceed 10% of gross tuition.

#### **Tuition Assistance Program (TAP)**

These designated funds are received as directed donations and are used for the express intent of meeting unplanned hardship needs for attending families during the Academic year. (ie. Loss of job, car accident, sickness, etc.) The amount allocated to this program is solely dependent on donations received.

#### **Finance Director**

The Finance Director is an employee of the school. In their role they are responsible for the management of tuition and tuition collections. They are familiar with each family and have the respect of the community.

The Finance Director is responsible for monitoring the process of applying for Tuition Support and gathering the report details for the Finance Team to deliberate over the Tuition Support process.

The Finance Director will also be responsible for communicating the award decision and documenting any awards as part of the Tuition Direction Agreements that are processed.

Lastly, the Finance Director will forward on any communications, requests or proposals of use of the TAP funds on an as-needed basis.

#### **Finance Team**

The Finance Team is made up of 3 persons (the Principal/COO, Finance Director and 1 VP). This team is charged with overseeing the everyday finances of the school including accounts receivables, operational costs and expenses. This team is also

responsible for selecting and reviewing the firm selected for Financial Screening services. The Team will review the vendor selected every three years, but reserves the right to change sooner if the services are not meeting expectations.

The Finance Team will also be responsible for approving emergency/hardship funds through the TAP Fund to those families that have come upon hard times during the school year as per the communications provided by the parents or through discussion with the Finance Director.

### **Financial Screening Services**

The Financial Screening Services vendor is responsible for providing a service which collects, screens and builds a profile of an applying family to determine the gap that may exist between their finances and their desire to have their child(ren) attend a Christian School based on the yearly tuition schedule. This vendor must provide an industry standard service along with a high level of integrity and maintaining privacy for those applying.

### **Disbursement of Funds**

Ordinarily, up to 80 to 90% of the funds can be disbursed before the beginning of the school year. At least 10 to 20% of funds are held back because the exact number of parents enrolling their children is unknown before school starts. It is hoped that 100% of the funds are disbursed each year. Surpluses are allocated into the building of the PCS Contingency Fund, identified as an operational need in recent strategic planning discussions.

### **Eligibility**

**Tuition Support** - Parents requesting funds are asked to disclose information regarding their financial status. The process to gather this information is provided by the approved Financial Screening services company. The school will provide access via a private link to all current and prospective parents. Parents applying could be eligible to have upwards of 10% to 35% of their tuition paid by the Tuition Support Program. Parents receiving financial assistance must remain current on their tuition payments. Parents with prior year tuition arrears are ineligible to apply for financial assistance without approval or discussion.

**Tuition Assistance Program (TAP)** – Any currently enrolled family at PCS is eligible for access to these funds. A conversation around the current financial hardship that is being experienced needs to be had with the Principal or Finance Director. In years past the amount available in the fund truly dictates what is available to be provided. The intention is to provide temporary relief. Awards have typically been no higher than ½ of a month's tuition.

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