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TUITION ASSISTANCE PROGRAM – NEW ELECTRONIC PROCESS for 2017/2018

In addition to the discounts offered through the tuition model, the OJCS continues to offer a confidential Tuition Assistance Program to provide reduced tuition to eligible families.

The process for requesting tuition assistance is now electronic and applications can be completed through [Apple Financial Services](#), an organization that has been providing financial assistance analysis to private schools in Canada since 1993. This process will improve overall convenience while shortening the application completion, processing and turnaround times. Our commitment to confidentiality remains a top priority.

Applications for tuition assistance can be completed at www.applefinancialservices.ca. Instructions can be found on the website or in the attached FAQ.

Once the applications are completed and processed, a recommendation is made available to the school's Chief Financial Officer (CFO) only. This recommendation is reviewed with the Tuition Assistance Committee, which does not include OJCS parents, staff, teachers or Board members. Committee Members must agree to a confidentiality agreement. Tuition assistance information is not shared with the school office, teachers or the Board of Directors.

Your children must be registered with the school for the 2017/18 school year prior to your Tuition Assistance Application being accepted for consideration.

Any outstanding account balances must be paid before Tuition Assistance can be approved.

The fee for applying through Apple Financial is \$100, which will be paid by the Ottawa Jewish Community School.

Completed applications must be submitted no later than **March 27, 2017**. Applicants who meet this deadline will be notified of the decision of the Tuition Assistance Committee by mid-May, or sooner.

For additional information, please contact Sylvain Beaudry, Chief Financial Officer at (613) 798-4696 ext. 244 or email sbeaudry@jewishottawa.com

Frequently Asked Questions (FAQ)

1. Why has this change been made?

This change has been implemented to improve the overall process for parents to apply for tuition assistance. This reduces the burden of completing the application and returning it to the school. The move to an electronic system is more convenient and eliminates the need to manage and store paper documents.

2. About Apple Financial Services

(From their website)

Apple Financial Services has been providing bursary and financial assistance analysis to private schools in Canada since 1993. The analysis service provides an arm's length evaluation of financial aid applications and provides an unbiased evaluation of the applicant's financial resources and ability to fund their private education.

Currently, we provide this service to the families that are applying to or in attendance at over 130 schools across Canada.

We are an organization managed by professionals having legal and accounting degrees accredited in Canada, and with people having accounting, financial and tax experience in Canada and the United States.

Our goals are:

1. To provide quick, insightful, unbiased evaluations of the financial resources available to applicants
2. To act as a financial assistance advisor and consultant to the finance and admissions departments of private schools, to help them effectively manage and continually improve their application process.

3. Who else uses this service?

A complete list can be found at <https://applefinancialservices.ca/schools>

4. How do I apply?

Step 1. From the homepage of the website (www.applefinancialservices.ca), select "Register Now" and enter your information to create an account

Step 2. A confirmation email will be sent to the address used to create the account. Verify that you received the email by clicking on the link and you will be able to log into your account

Step 3. Login to your account and select "My Application", the privacy policy and terms of service will appear, please review them and select "I Agree" to move forwards. Then work through the six sections

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by answering all the questions and entering in your financial information. Please note that this may take several hours depending on the complexity of your financial situation

Step 4. Once you have entered all the information on your application and have reviewed it for errors, press "Next" on the "Dependent Information" tab to move to the document upload screen. If you do not have a scanner/camera, or do not have all the documents with you at this time, you may select "Mail/Fax documents later" in order to proceed. Please note that we will be unable to process your application until we receive the requested documents and have uploaded them into your file online.

- After the application is completed, if you need to provide further documentation, it may be mailed, emailed, faxed, or uploaded using the "Upload Additional Documents" link

5. Is there a fee for applying?

There is a fee of \$100 per application, which will be paid by the Ottawa Jewish Community School.

6. Where can I learn more about Apple Financial Services and the application process?

Please visit https://applefinancialservices.ca/fag#q1_new or contact Sylvain Beaudry, Chief Financial Officer at (613) 798-4696 ext. 244 or email sbeaudry@jewishottawa.com

7. Is Apple Financial making the decisions on how much assistance I will receive?

No. Apple Financial is simply processing the applications and making a recommendation, based on many different factors, such as cash flow, net income, number of children etc. The CFO and Tuition Assistance Committee will use this information and determine amount of tuition assistance on a case by case basis.

8. What if I don't agree with the tuition assistance amount given?

An appeal can be made by contacting Sylvain Beaudry, Chief Financial Officer at (613) 798-4696 ext. 244 or email sbeaudry@jewishottawa.com **WITHIN 15 DAYS OF RECEIPT OF ORIGINAL DECISION.**