



**Seventh-day Adventist Church (British Columbia Conference)**  
 Box 1000, Abbotsford, BC V2S 4P5  
 Phone: (604) 853-5451 Fax: (604) 853-8681

# Treasury

## TUITION ASSISTANCE INFORMATION FORM K-12

_____	_____	_____	_____	_____	_____	\$ _____
Student's Name	School Student is Attending	Grade	DOB (mm/dd/yy)	Student's SIN #		Total Yearly Tuition + Fees
_____	_____	_____	_____	_____	_____	\$ _____
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**SCHOLARSHIP GRANTS** - (Excerpt from the Employee Policy Handbook—please see the BC Conference Employee Handbook for a complete list of eligibility criteria.)

Children of regular, full-time denominational employees in administrative, professional and supervisory positions (those considered to be exempt from provincial wage and hour laws) may be eligible for tuition scholarship grants.

Eligibility is determined based on the following criteria: **(Please initial each line, stating that this is correct)**

- A. \_\_\_\_\_ The student must be enrolled in an elementary or secondary school.
- B. \_\_\_\_\_ The school must be a Seventh-day Adventist denominationally operated institution.
- C. \_\_\_\_\_ The student must have been born to, or legally adopted by, the employee, or a stepchild by marriage receiving less than 50 percent of support from the other natural parent.
- D. \_\_\_\_\_ It is the responsibility of the student (or parents on his/her behalf) to ensure that application for assistance under this policy has been made.
- E. \_\_\_\_\_ Students attending school outside of Canada must provide written proof of out-of-country medical insurance for a minimum of \$250,000 before any payments are made.

The grant for elementary and secondary students is 30% of the tuition and required fees charged by the school.

Each school is to inform the Conference Treasury Department of the tuition and required fees for employees' dependents each term and the scholarship will be sent directly to the school to be applied to the student's account.

In circumstances where a local church operates a school for which no tuition is charged, and where children of church members may attend with no required payments to the church or school, because the school is funded directly out of regular local church budget funds, no scholarships will be payable by the Conference.

Scholarship grants of \$500 or more received in a calendar year are required to be reported to Canada Revenue Agency. Therefore the student receiving the scholarship will be issued a T4A. ***Paragraph 56(3)(a) of the Income Tax Act permits the full amount of a scholarship, fellowship or bursary to be excluded from income if the particular award is received in connection with the taxpayer's enrolment in an elementary or secondary school educational program.***

\_\_\_\_\_  
 Parent's Name: (Employee)

\_\_\_\_\_  
 Parent's Signature

\_\_\_\_\_  
 Date

***Please return to the SDA Church (BC Conference) Office before August 31.***