

MEMO: Tuition Scholarship and Assistance



- **College-age Dependents (*Dependents' Tuition Scholarship Plan*)** – This form is for college age eligible dependents of full-time denominational employees in administrative, professional and supervisory positions (those considered to be exempt from provincial wage and hours laws). The **Scholarship Grants** provide financial assistance to children of denominational employees as a means to encourage them to undertake a Seventh-day Adventist post-secondary education. By completing this form and providing a photocopy of your child's SIN card; your child will receive a scholarship for 70% of tuition and required fees for dormitory students and 35% of tuition and required fees for non-dormitory students. The scholarship will be paid directly to the college your child attends. At the end of the year, your child will receive a T4A. Therefore, you, as the parent and employee, will not be taxed for this benefit.
- **K-12 Dependents (*Tuition Assistance Information Form K-12*)** – This form is for eligible dependents of full-time denominational employees in administrative, professional and supervisory positions (those considered to be exempt from provincial wage and hours laws). The **Scholarship Grants** provide financial assistance to children of denominational employees as a means to encourage them to undertake a Seventh-day Adventist K-12 education. By completing this form 30% of tuition and required fees will be paid directly to the school your child attends. At the end of the year, your child will receive a T4A. Therefore, you, as the parent and employee, will not be taxed for this benefit.

For a complete list of eligibility criteria, please refer to the **Scholarship Grants** section of your BC Conference Employee Handbook.

Please read each form carefully, completing the appropriate form(s) completely before returning the form(s) to the Conference treasury department before August 31, 2015. If your child stops attending school, please let us know so that the appropriate adjustments can be made. If you have any further questions, please don't hesitate to contact me.

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