

3.9 Policy for Families in Arrears/Unable to Pay Fees

Background

From time to time the Society experiences situations where, after repeated reminders, families fail to pay what they owe in program or transportation fees. As a community we have committed to pay these amounts as a responsibility to provide for the Christian Program at ESCE. Failure to do so places an extra burden on others in the community to meet the budget. We therefore seek ways to ensure the collection of all funds from families that have the means to pay.

Policy for Families in Arrears

1. Families in arrears will be reminded to pay their fees by way of a letter mailed to their homes.
2. If families still do not comply a second letter will follow.
3. If families continue to avoid paying they will receive a phone call from the society office.
4. If payments (or arrangements for payments) of arrears are not made, re-enrolment packages will be withheld ensuring that families contact the office and make arrangements for payment.
5. Any family that is behind in transportation payments for more than 3 months will no longer be allowed access to the use of that transportation.
6. The minimum amount that needs to be paid is \$500.

Policy for Families that Cannot Afford Program Fees

The Edmonton Society for Christian Education (ESCE) has set aside a limited amount of money to support those families that desire to send their children to Edmonton Christian Schools but are not able to pay full program fees.

As a non-profit organization our funds are limited, so we encourage families to seek assistance from other sources (eg. their churches and family) before applying for the ESCE subsidy program.

Process goes as follows:

1. The ESCE Subsidy Program is available for reduction of Christian program fees only. Transportation and Preschool fees, if applicable, must be paid in full. Field trip fees are collected by the school and do not qualify for subsidy.
2. To be considered for the ESCE Subsidy Program, a new application form must be completed each year.
3. Confirmation of previous year's **gross** income (i.e. a copy of the latest tax assessment notice) plus an estimate of current year **gross** income with supporting documentation, **if different from the tax assessment**, must be submitted.
4. All families are expected to pay a minimum of \$500.00 per year (\$50.00 per month). The balance of the Christian program fee qualifies for up to 100% subsidization, depending on family income and financial circumstances.

5. The amount of reduction that a family qualifies for is based on a formula that follows federal income tax guidelines. Each family is expected to pay 15% of the total income that is in excess of its exempt income. Exempt income is based on the number of family members and is calculated as follows:
 - a. Basic exemption equivalent to the CRA basic personal exemption from the tax year.
 - b. Spouse or first dependent exemption equivalent to the CRA basic personal exemption from the tax year.
 - c. Additional dependents exemption equivalent to half of the CRA basic personal exemption.
6. The calculated amount must be paid in 10 installments beginning in September (for a partial year the number of installments is prorated).
7. ESCE Subsidy Program applications must be approved by the accountant of ESCE.
8. Funds are limited and applications will be considered until funds are exhausted. All applications received by June 15 will be given the same priority. Those received after June 15 will be given a lower priority.

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Formerly: [4.5 Policy for Families in Arrears and For Families that Can't Pay](#)