King David HIGH SCHOOL
בית ספר תיכון המלך דוד

King David Tuition Assistance Application Instructions

Before you start your application:

- The application will need to be completed in one sitting and will take between 30 to 60 mins depending on how prepared you are

- Please have the following information on hand before you start your application:
    1. Annual pre-tax salary
    2. Information about your average monthly expenses (rent, mortgage payments, utilities, Internet/ phone, groceries, transport, medical. Dental, childcare, non-King David Tuition etc)
    3. Previous vacations – cost, location, duration
    4. Information about all your assets (savings accounts, chequing accounts, investments, stock, bonds etc.)
    5. Information about all your liabilities (Loans, credit card debt etc)
    6. Information about your vehicles (make, model, year, value, repayments)
    7. Information about any property you own including valuation and mortgage

- All financial Information should include income/ assets not just in Canada but **worldwide**

- If you are a split household each parent will be required to complete a separate application. The applications will only be processed once both parents have completed the application and uploaded the required documents

Completing the Application:

- For mandatory questions (indicated with an asterisk) that do not apply to your family enter either “N/A” or “0”

- **Student Information:** This section is to be completed for any students attending/ planning to attend King David in the current application year. You do not need to include other children in this section

- **Annual Household Income:** This is the amount of additional income you receive per **year**. It does not include your salary

- **Monthly Household Expenses:** These are the average amounts you spend per **month**

- **Transport:** This will include costs such as gas, car insurance, public transport and does not include lease payments (which are included later in the application is relevant)

- **Medical/ Dental:** These only include out of pocket expenses that are not covered by medical insurance, it may include the cost of your medical insurance if your employer does not cover these

- **Total Household Expenses:** Add up all of your monthly expenses, multiply them by 12 and compare that amount to your annual salary – if your expenses are more than your salary please be sure to disclose how you fund the gap in income

- **Assets:** Please do not include your cars or property in this section, these are covered later in the application

- **Dependents:** This can include children not attending King David, Adult children that you support or parents/ grandparents you support. You do not need to include the students that are/ planning to attend King David in the application year.

- **Tuition Request:** When entering how much you are able to contribute towards tuition you should include the full annual amount you are able to afford. When you are calculating this amount please consider the following:
    - Non-discounted fees that are payable on top of tuition total $950 for Grades 8-11 and $1,200 for Grade 12 students. You should **not** include the fees in the amount you enter.
    - Tuition payments are split over 10 monthly installments payable from April 2027 through to January 2028

- Documents Required: The following are a list of standard documents required. Your application will not be reviewed/ considered until all of these documents have been uploaded. The standard documents required are as follows:
    - Latest Notice of Assessment from the Canadian Revenue Agency (this is the notice you receive after submitting your tax return. We understand this may be from the prior tax year
    - December pay slips from both parents. This slip should show year-to-date earnings
    - Latest T4's for both parents that you receive from your employers. We understand this may be from the prior tax year
    - If you are self-employed:
        - Latest Financial Statements of the Business
        - Latest Tax return of the Business
    - If you are new to Canada (please translate all documents to English):
        - Latest tax return from previous country
        - Bank statements from all worldwide accounts and investment holdings for the last 90 days
    - Valuation of all property held overseas

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You will need to follow the link in the form to upload these documents. Clicking on this link will open a new tab in your internet browser. **Once you complete the uploads, please remember to return to the application form to complete your submission.**

After you complete the application:

- Once the application is completed and all support documents are uploaded the Director of Finance will review the inputs and may email you for any further questions or clarifying information. Once she is satisfied with the application she will mark this section as "complete" in your Veracross Application Checklist.

- Complete your Online Enrollment and pay your deposit. Your deposit will be lower amount of 10% of your requested tuition (per your application) or $1,000. You do not need to wait for the result of your application before you do this.

- The Tuition Assistance Committee will meet (starting mid-January) and review your case. Once decided you will be informed via email from the Director of Finance. If you are not satisfied with the result you have one opportunity to appeal the result.

- Appeals Process: If a family believes their financial situation was not accurately represented in the initial assessment, they may submit a written appeal along with additional supporting documentation within the specified timeframe. This appeal must include new information that was not previously included in the original application. Only one appeal per year is accepted. If the family's circumstances change over the year, or subsequent to the initial application, they do have the option to re-apply for tuition assistance and will be treated as a new case rather than an appeal.