

**Tuition Assistance Policy**  
**Adopted December 5, 2008 By Administrative Council**  
**Revised March 6, 2009**

**General Statement of Policy**

All students attending Grace Lutheran Church and School shall pay either the full prevailing member or non-member rates, unless they are subject to the requirements of this policy. Member and non-member rates of tuition shall be reviewed and adopted annually by the Administrative Council.

**Definition of Tuition Assistance**

“Tuition Assistance” is defined as a reduction or subsidy of any sort which offsets all or a portion of the prevailing tuition rate. Tuition assistance does not include the annual registration fee, nor may it be used for child care or preschool fees.

**Types of Tuition Assistance**

There are three categories of tuition assistance, identified more specifically as follows:

*Contractually based tuition assistance* is provided as part of an arrangement with paid teaching, ministry or preschool staff.

*Financial Need based tuition assistance* is based upon documented financial need for families which cannot otherwise afford to pay prevailing tuition rates.

*Ministry based tuition assistance* is provided at the specific direction of the Congregation as part of a specific mission outreach of Grace Lutheran Church and Schools.

## Requirements Regarding The Types of Tuition Assistance

### **Contractually Based Tuition Assistance**

- ④ Is based upon the type and circumstances of employment
- ④ Is agreed upon and set at the time of hiring
- ④ Is not confidential
- ④ Must be approved by decision of the Administrative Council, published in the minutes of the Council
- ④ Must be separately identified as a line item in the budget

### **Financial Need Based Tuition Assistance**

- ④ Is only available to those applicants completing and signing a confidential request for tuition assistance form, similar to that attached to this policy.
- ④ Is only available for each academic year to the extent funds are available from a third or dedicated source (presently the Apple Seed Fund) at the commencement of that academic year.
- ④ Is provided with priority to members of Grace Lutheran Church and Schools. Members of Community Lutheran Church are also eligible for Financial Need Based Tuition Assistance. No assistance is provided to non-members unless funds are available, and there are no member applicants from either Grace Lutheran or Community Lutheran

- ⓐ Must be approved in all cases by the Administrative Council but individual amounts and individual recipients will be maintained in confidence
- ⓐ Is only provided after the completion and submission of a written application and documentation of need, such as tax returns, income statements, and related information
- ⓐ Is only provided on an annual basis and must be re-applied for each academic year. Applications must be received by Registration Day each academic year.
- ⓐ All recipients must be in compliance with the Standards of Academic Performance and Conduct
- ⓐ Income, expense, and total numbers of students receiving financial need based tuition assistance shall be maintained on file in the school office, available for viewing by any member of Grace Lutheran Church and Schools, and be published in connection with the annual budget.

### **Ministry Based Tuition Assistance**

- ⓐ Requires approval or Congregational ratification by minute action at a regular or special meeting of the Voter's Assembly
- ⓐ Provided by means of funding to be determined and approved by the Voter's Assembly at the time the tuition assistance is approved and may be either out of the general fund, from a third source or in any manner determined by the Voter's Assembly.
- ⓐ Shall be identified separately in the regular budget
- ⓐ May be provided to members, non-members, members of other churches or others as determined by the Voter's Assembly

## The Apple Seed Fund

The Apple Seed Fund is a dedicated fund of Grace Lutheran Church & Schools offsetting the tuition costs for needy students who could not otherwise attend our school. Contributions to the Apple Seed Fund are tax-deductible. The Apple Seed Fund links gifts directly to an outstanding education in a Christian environment for as many young people as possible. Apple Seed Funds are made available to students who would not otherwise attend Grace Lutheran Church & Schools because they lack money for private school tuition. Determination of need is made according to the Tuition Assistance Policy to preserve our non-profit status and all charitable contributions with the IRS.

Gifts can be given to the Fund by checks payable to "Grace Lutheran Church & Schools Apple Seed Fund, or with a credit card, or with cash. Receipts are provided regardless of the form of contribution. Separate accounting is provided for all gifts and expenditures of the fund.

Confidentiality is maintained for all students receiving Apple Seed Funding. Whether or not students are told of Apple Seed Funding for their tuition is left to the parents and guardians of those students. Grace Lutheran Church and Schools will publicize and make available total numbers of recipients and amounts contributed. The identity of donors will only be disclosed after permission is obtained.

Recipients of Apple Seed funding are expected to be in compliance with the Standards of Academic Performance and Conduct.

## Standards of Academic and Performance and Conduct

The following standards are in addition to any applicable standards of behavior and discipline. All students receiving any form of tuition assistance shall maintain good scholarship, appropriate behavior and responsibility to their studies. Such students must maintain a grade point average greater than 2.0 and students should show a willingness to cooperate with their teachers and the administration. Excessive detentions shall be cause for review which shall include notification that the tuition assistance is in jeopardy, and include an evaluation of grades, behavior records, and input from teachers. An unsatisfactory review will result in a six-week probationary period. Continued unsatisfactory performance during the probationary period will result in termination of tuition assistance payments.

In recognition of the assistance being provided by Grace Lutheran Church and Schools, recipients of tuition assistance and their families are expected to worship on a regular basis, maintain current payments on all day care, extracurricular, and field trip activities, and fully participate in the Scrip program, requirement for Family Service hours, and other activities.