



## St. Catherine's Elementary School

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### COVID 19 - Framework to Assess Financial Hardship

#### Policy

All CISVA schools must use the following framework in assessing financial hardship for families that request tuition assistance as a result of the economic dislocation caused by COVID 19. This framework was requested by the CISVA Board of Directors at its extraordinary meeting of 27 March 2020, which was convened to discuss expediting assistance to schools that experience a drop in tuition revenues by releasing funds held in the Investment Trust Account.

#### Procedure

1. Schools are to establish a small working group made up of the Principal, Pastor, Treasurer and EC Chair to review requests or assistance.

The Board recognizes that this supersedes the process outlined in CISVA Policy 401 – Admissions, which notes that all such requests are to be routed through the Pastor/Archbishop's Representative.

2. Requests should be addressed to the principal and EC chair. The chair will be responsible for convening a meeting of this group to review the request.
3. Families seeking assistance are required to provide evidence of hardship. This should include, where pertinent:
  - a. Record of employment
  - b. Employer notice of lay-off, or, reduced hours
  - c. In the case of family-owned business, evidence of closure or other relevant evidence
4. Families are asked to complete the application form, ***COVID19\_TuitionAssistanceForm***.
5. Schools are directed in the first instance to offer tuition fee deferral as an option.
6. The CISVA Board reserves the right to make changes to the above protocols as we gain more insight and experience of the economic fall-out and potential recovery timelines.