

Holy Ghost School Board of Directors Contribution Assistance Program (CAP)

The **Board of Directors Contribution Assistance Program (CAP)** is an emergency financial assistance program available to parents and/or guardians of students attending Holy Ghost School, who demonstrate emergency financial need during the school year. The Holy Ghost Board of Directors is aware that special circumstances may occasionally arise that affect a Family's financial status. This may include, but not limited to, loss of job, change in family living status, bankruptcy, illness, injury, or death.

APPLICATIONS

Applications will be accepted and processed throughout the school year. Applications will be assessed based on need, financial circumstances of applicants and available funds. Once approved, tuition funds, up to a maximum of 50% of the balance owing, will be applied directly to the family's tuition contributions.

IMPORTANT NOTE: All funding is for one school year. This is a ONE-TIME emergency assistance program per family. Families who received CAP financial assistance in previous years will not be considered.

TIMELINES

The **Board of Directors Contribution Assistance Program (CAP) Committee** will review the applications monthly, and notify applicants within 4 weeks of application submission. A written response will be sent to the CAP applicant to advise of the decision.

APPLICATION PROCESS AND SUPPORTING DOCUMENTATION

In order to be considered for emergency financial assistance through CAP, all applicants are required to complete the CAP application form and provide the following documentation:

1. A completed Application Form
2. A copy of the Applicant(s) most recent **Income Tax Notice of Assessment**. Families with double incomes must report the entire household income.
3. A **letter (1-2 pages, maximum 600 words)** explaining why emergency financial assistance is required and outlining the efforts that are being made to meet financial needs.

Applications must be submitted in person in a sealed envelope marked CONFIDENTIAL to:

Board of Directors Contribution Assistance Program (CAP) Committee
Holy Ghost School
319 Selkirk Ave
Winnipeg, MB R2W 2L8

For questions on the process of the Contribution Assistance Program, please contact the school.

APPLICATION FORM

Board of Directors Contribution Assistance Program

Have you received CAP financial assistance from Holy Ghost School in a previous school year? Yes No

Parent/Guardian #1:

Name: _____
Address: _____
City: _____ Province: _____ Postal Code: _____
Phone (Home): _____ Phone (Work/Cell): _____
Email Address: _____
Marital Status: _____
Occupation: _____

Parent/Guardian #2:

Name: _____
Address: _____
City: _____ Province: _____ Postal Code: _____
Phone (Home): _____ Phone (Work/Cell): _____
Email Address: _____
Marital Status: _____
Occupation: _____

Fully Dependent Children

Name and Age	School and Grade	Tuition
_____	_____	_____
_____	_____	_____
_____	_____	_____

PARENTS/GUARDIAN DECLARATION – I hereby consent to Holy Ghost School verifying information supplied by me in this application, for the purpose of assessing eligibility for the CAP program.

Name of Parent/Guardian #1 _____

Name of Parent/Guardian #2 _____

I HEREBY DECLARE THAT THE INFORMATION GIVEN IN ANSWER TO QUESTIONS IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

I understand that:

- 1) Misrepresentation and non-disclosure may void any approved CAP contributions.
- 2) Should circumstances change during the school year, and I no longer need CAP assistance, I acknowledge that I must immediately report this to the Holy Ghost School Board of Directors CAP committee. I understand that the balance of the Tuition contribution will be calculated and shall be paid from that point forward, making CAP funding available to help other families in need.

Signature of Parent/Guardian#1 _____

Signature of Parent/Guardian#2 _____

Date

Remember to include the following with your application:

- Photocopy of most recent Income Tax Notice of Assessment for Parent/Guardian#1
- Photocopy of most recent Income Tax Notice of Assessment for Parent/Guardian#2
- A letter explaining the applicant's need for emergency financial assistance.