



## HOW STUDENT FINANCIAL ASSISTANCE FUNDING WORKS

### FUNDING HISTORY:

EBUS Academy has traditionally provided funding to parents to cover resources that were normally given to students in a brick and board school. Things have changed radically over the past 20 years and items originally provided are no longer the norm.

Our funding policies at EBUS have also evolved during this period. Some changes are Ministry driven while others are EBUS implemented.

EBUS policy changes are based on experience and just good business practices that guide parents to use student funding wisely while supporting individual student learning plans.

Each year EBUS administrators review EBUS policies to ensure that they are providing parents with the tools and the financial ability to access new resources that will take their students into the 22<sup>nd</sup> Century.

It is important to remember that changes to policies are not taken lightly. EBUS strives to apply policies fairly to all students.

### ALL GRADES:

Depending on circumstances, funding is usually provided to students on pre-loaded student VISA cards.

All purchases must be pre-approved by a course teacher and support the student's current learning plan. For example, we will not pay for music lessons for a student who is not enrolled in a Music or Fine Arts course with EBUS.

Although teachers approve all student purchases, all purchases must still comply with our EBUS Financial Purchasing Policies. These policies are provided to our students and parents through our Welcome Package and with each student VISA card issued.

Please remember we are a public school and as such, must separate church and state. Parents are welcome to purchase school supplies from Christian vendors as long as the purchases are secular in content.

## FINANCIAL PURCHASING POLICIES

COVERED	NOT COVERED
<p data-bbox="337 268 657 300"><i>Subject to Pre-Approval:</i></p> <ul data-bbox="240 352 792 1724" style="list-style-type: none"><li data-bbox="240 352 613 384">• Internet Claim (February)</li><li data-bbox="240 432 402 464">• Software</li><li data-bbox="240 512 662 579">• Printed materials (i.e. books, workbooks, etc)</li><li data-bbox="240 627 743 695">• Fine Arts lessons (i.e. dance, music, drama, poetry, etc)</li><li data-bbox="240 743 792 810">• Musical instrument rental (May not be lease-to-own)</li><li data-bbox="240 858 792 926">• PE lessons (i.e. martial arts, swimming, skiing, gym fees, etc)</li><li data-bbox="240 974 792 1283">• Annual Memberships (i.e. Science World, Vancouver Aquarium, etc.) EBUS will cover the cost of one adult chaperone for K-9 students regardless of the number of students. Annual memberships ideally should be purchased at the beginning of the school year in Sep-Oct.</li><li data-bbox="240 1331 792 1440">• Consumable curriculum supplies (i.e. paper goods, pens, scissors, printer ink cartages, etc.)</li><li data-bbox="240 1488 792 1598">• Microscopes, calculators, headphones, and digital storage devices up to a maximum of \$50.00.</li><li data-bbox="240 1646 792 1724">• One time <b>family purchase</b> of a scanner up to a maximum of \$100.00.</li></ul>	<ul data-bbox="873 268 1414 1283" style="list-style-type: none"><li data-bbox="873 268 1414 336">• Any purchase not pre-approved by a teacher or Administrator</li><li data-bbox="873 384 1414 415">• Computers (including computer parts)</li><li data-bbox="873 464 1252 495">• Items of a religious nature</li><li data-bbox="873 543 1414 695">• All equipment including cameras, telescopes, sports equipment, etc. unless the item is specifically listed under COVERED</li><li data-bbox="873 743 1268 774">• Furniture including shelving</li><li data-bbox="873 823 1414 890">• Personal clothing items including uniforms and backpacks</li><li data-bbox="873 938 1170 970">• Insurance premiums</li><li data-bbox="873 1018 1105 1050">• Cash advances</li><li data-bbox="873 1098 1122 1129">• Travel expenses</li><li data-bbox="873 1178 1040 1209">• Gift cards</li><li data-bbox="873 1257 1024 1289">• Tutoring</li></ul>

Parents are required to submit copies of all detailed purchase receipts. These should be submitted electronically, as soon as possible after a purchase is made (**within 2 to 3 days**) to Evelyn Frenette in our finance department at: [efrenette@sd91.bc.ca](mailto:efrenette@sd91.bc.ca)

EBUS Academy student VISA cards are all cancelled the last Friday in May regardless of the date printed on our cards. The VISA card expiry date printed on the cards is only used when ordering online.

EBUS student VISA cards do not have a PIN.

EBUS Academy reserves the right to decide who does or does not receive a student VISA card.

The last day to submit invoices or internet claims for payment is the last Friday in May.

Parents or legal guardians are responsible for all purchases made with EBUS Academy student VISA cards.

Student accounts may be unloaded and suspended if purchases are made without obtaining pre-approval or are deemed inappropriate.

Parents may be asked to reimburse EBUS for un-approved or inappropriate purchases. Payment in these circumstances should be made payable to *School District 91* but sent to EBUS.

Our EBUS mailing address is:

EBUS Academy  
Bag 8000, 187 East Victoria St  
VANDERHOOF, BC  
V0J 3A0

Mis-use of student funding may result in cancellation of funding privileges.

Other than internet service, EBUS Academy is not able to reimburse parents for out-of-pocket expenses. Please do not tell parents to submit receipts for reimbursement – *it will not happen!* We advise parents who find themselves in this situation to submit their internet claim in February (if they have not done so already) and use those monies to cover their out-of-pocket purchases. Parents who have used up all their student funding are out of pocket out of luck!

School supplies must be paid for using student VISA cards. We do not pay for school supplies by cheque.

#### **AUDIT REQUESTS:**

EBUS does audit all VISA purchases. In most cases all that is required is a copy of the detailed purchase receipt. Failure to provide receipts may result in cancellation in funding privileges.

#### **CHEQUE PAYMENTS:**

##### **Lessons:**

Lessons providers who do not accept VISA are required to submit by email or fax, a completed Vendor Application form the first time they submit an invoice for payment. We do not need additional copies unless the vendor has moved, or changed their email or banking information.

EBUS does provide a blank EBUS Lessons form for those vendors who do not have an invoice form of their own.

## **Internet Claims:**

Parents of students who remain in good standing may request reimbursement of their internet service by submitting a copy of their February internet statement. Claims are processed starting in late February and will continue for all claims received up to the last Friday in May. Internet reimbursements are part of student funding and deducted from the amount of funding remaining on the student VISA card. The February statement is used to calculate service from September 1<sup>st</sup> through June 30<sup>th</sup> of the current school year.

Payments for internet service should not be made using student VISA cards. This is especially important nowadays due to the bundled service discounts provided by internet companies. It is surprising the number of people who do not know the actual cost of their monthly internet service.

## **K – 9 STUDENTS:**

EBUS Academy students between grades K-9 whose registration is complete prior to the last school day of September may have access to \$1,000.00 in Financial Assistance Funding to help support their current student learning plan.

Returning EBUS students may request an early release of their student VISA card and access \$250.00 of funding before September 30<sup>th</sup> if they have completed their Student Learning Plan including Financial Assistance Funding form before mid-June of the previous school year.

Funding for new students enrolled before September 30<sup>th</sup> and remaining funding for returning students is usually released within the first two weeks of October.

K-9 students enrolled between October 1<sup>st</sup> and January 31<sup>st</sup> may be eligible for ½ (\$500.00) in Financial Assistance Funding. VISA cards for students enrolled during this period are issued towards the end of February.

Although we do not release funding for K-9 students enrolled between October 1<sup>st</sup> and January 31<sup>st</sup> until late February, we do provide these students access to EBUS supplied textbooks, workbooks, subscriptions, and if needed, Rosetta Stone online.

It is our expectation that students who enroll with EBUS late in the school year would have already purchased and in their possession generic school supplies for use at their previous school.

K-9 students enrolled after January 31<sup>st</sup> do not receive Financial Assistance Funding for the current school year although we do give them access to EBUS supplied textbooks, workbooks, subscriptions, and if needed, Rosetta Stone online.

Access to Financial Assistance funding is dependent on a completed Student Learning Plan and regular submission of evidences of learning.

Please do not ask EBUS staff to transfer funds from one VISA card to another.

*Again*, EBUS Academy reserves the right to decide who does or does not receive a student VISA card.

## **SECONDARY STUDENTS GRADES 10 – 12**

EBUS Academy secondary students who have activated and are working on pace in four courses for semester one may be eligible for Financial Assistance Funding of \$125.00 per course.

EBUS Academy students who are registered in four courses for the current school year but are taking two courses in semester one and two courses in semester two may request \$250.00 in funding during semester one if they have activated their two courses and are working on pace in both.

The maximum amount of funding available to secondary students in the current school year is \$1,000.00 for 8 courses.

EBUS reserves the right to withhold funding from students who do not remain active in or withdraw from their courses.

Secondary students will be granted Financial Assistance funding only once per course.

### **CROSS ENROLLED STUDENTS:**

Cross enrolled students are students enrolled in courses at more than one secondary school in B.C.

Cross enrolled students are not eligible for Financial Assistance funding from EBUS Academy.

### **ADULT STUDENTS:**

#### **Adult Students Working Towards a Grade 12 Diploma or BC Certificate of Graduation:**

Adult students 19+years working towards their grade 12 diploma or certificate of graduation that have activated and completed a minimum of 10% of a course may be eligible for reimbursement of internet service. The maximum amount an adult student could claim in a school year is \$50.00 or one month's internet service (*whichever is less*) per course to a maximum of four courses. A copy of the student's February internet statement is required to start the claim process.

#### **Adult Students Who Have Already Graduated from Grade 12:**

There may be a course fee for adult students who have already graduated from grade 12. At present the cost is \$450.00 per course.

Exclusions from course fees include English 11/12, Communications 11/12, Biology 11/12, Math 11/12, Chemistry 11/12 and Physics 11,

Internet reimbursement is not available for graduated adult students