

OTTAWA YOUTH ORCHESTRA ACADEMY

FINANCIAL ASSISTANCE POLICY

FIN-ASSIST.2017-04

PURPOSE

This policy defines the application process for financial assistance from the Ottawa Youth Orchestra Academy (“OYOA”).

STATEMENT OF POLICY

The OYOA, at its discretion, may extend financial assistance to families of students who qualify for placement in OYOA programs but cannot fully afford tuition fees, instrument rental or other program costs.

PROVISIONS

1. The OYOA may offer financial assistance for entire tuition cost, partial tuition cost, and/or for rental of an instrument from the OYOA.
2. The OYOA registration fee will be waived for successful financial assistance applicants.
3. Tuition discounts for children of OYOA conductors/coaches, and for families with more than one child registered in OYOA programs are not forms of financial assistance to which this policy applies.
4. The application for financial assistance must be completed at the time of registration.
5. An application for a full or partial reduction of tuition must be completed prior to the established deadline for payment for the relevant OYOA program. Students applying for financial assistance for the first time must provide a letter of support from the child’s OYOA coach or current music teacher with the application; in subsequent years, only current contact information for the coach or music teacher is required. A letter of reference is not required for students without prior music instruction.
6. To request deferral of instrument rental fees, the financial assistance application must be completed and submitted to the OYOA Registrar prior to the start of the season.
7. To request reduction or deferral of tuition for an OYOA summer camp, the financial assistance application must be completed and submitted to the OYOA Registrar upon registration.



8. Applications are evaluated by the Treasurer of the Board and at least one additional Director. The Board reserves the ultimate discretion to allow or disallow any request for financial assistance.
9. The OYOA grants financial assistance according to the financial need of the student's family. To assess eligibility for any amount of financial assistance, the Board will consider:
 - a. Total family income
 - b. Size of family
 - c. Number of children in the academy
 - d. Special circumstances, if any
10. All information provided to the OYOA as part of an application for financial assistance is protected as private and confidential, according to the OYOA *Privacy Policy*.
11. At its discretion, the Board may consider special circumstances to provide financial assistance at any time during the academic year.

Supersedes *Policy 2009-07: Financial Assistance Policy*

Approved by the Executive Committee of the Board of Directors: April 2017

Effective date: April 2017

