



UJEB's Fee Assistance Policy (External)

UJEB may offer fee assistance to students in accordance with this policy:

1. UJEB believes in the right of every Jewish child to a Jewish education.
2. To that end, all Jewish students who do not attend Jewish schools are eligible to participate in UJEB's programs.
3. Wherever possible and within the financial constraints of the organisation, UJEB will endeavor to provide financial assistance to those students in genuine financial need.

Applying for fee assistance

4. Parents and/or guardians must initiate a request for fee assistance either by:
 - a. marking the relevant section on the student's online application at the time of enrolment, which will direct the parent/guardian to a form to be completed which will then be submitted to UJEB's Fee Assistance Committee; or
 - b. contacting the UJEB office, who will arrange for the relevant form to be sent to the parent/guardian for completion and return to UJEB's Fee Assistance Committee.
5. Students enrolling up to 3 weeks after commencement of term may apply for a pro rata amount by completing a fee assistance form, which can be obtained from the UJEB website.
6. Once the fee assistance form has been submitted, the child will be considered enrolled and may attend the program even if the assistance has not been finalised.

7. UJEB's Fee Assistance Committee is responsible for assessing and determining all applications for financial assistance. The Fee Assistance Committee is Chaired by UJEB's Treasurer.
8. The Chair of the Fee Assistance Committee will call the parents/guardians to understand their financial position, to discuss their request for assistance and to determine what is affordable for the family. For example, the Chair of the Fee Assistance Committee may discuss a payment instalment plan with the parents/guardians. The Fee Assistance Committee may request further information or supporting documentation.
9. Genuine financial need is not defined. Discretion, empathy and the parents' / guardians' desire to give their children a Jewish education is considered in a private, respectful and confidential manner.
10. Once the Fee Assistance Committee has assessed and determined an application, the Chair of the Fee Assistance Committee will advise the parents / guardians of its decision and will instruct UJEB's office and accounts staff to invoice the parents / guardians accordingly.
11. A grant of fee assistance is for a maximum of one calendar year. If a parent / guardian requires fee assistance for more than one year, he/she must apply annually for fee assistance by submitting a new form each year.
12. Parents / guardians who receive any form of financial assistance from UJEB are required to notify UJEB if their financial circumstances change and/or if they no longer need financial assistance.
13. From time to time, UJEB's Fee Assistance Committee may contact parents / guardians who receive financial assistance to ascertain whether their circumstances have changed.
14. The Chair of the Fee Assistance Committee shall report to the Board the number of students receiving financial assistance and the quantum of that assistance as a part of the Treasurer's Monthly Reports.

Policy drafted: by Gabi Crafti, Oren Smith and Itzik Sztokman on 31 July 2019

Policy approved by Board: 13 August 2019

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