



3306: Boarding Allowance (AP)

June 13, 2023

Purpose

Where the School District 70 Board of Education has not provided school programs or special course work at the grade level required by students, a boarding allowance may be applied for and will be paid at a rate approved by the Board, as long as the student is enrolled in grades 10- 12, is boarding away from the family home and is attending a public school within School District 70.

Procedures

1. Parent/legal guardian wishing to be considered for boarding allowance must submit a completed Application for Boarding Allowance form (Boarding Allowance Application: Appendix 1) to the Secretary-Treasurer's office.
2. Applications must include proof of residency for the parent/legal guardian in the form of a property tax notice and BC Hydro invoice, or if a BC Hydro statement is not available another utility invoice.
3. Approvals are granted for the current school year only, and for as long as the application conditions remain the same; parents/legal guardians must reapply for subsequent school years.
4. Parent/legal guardian are required to promptly notify the Secretary-Treasurer's office of any change in eligibility that alters the conditions of the original application for boarding allowance.
5. Payment of a boarding allowance is dependent upon following the procedures above, meeting the eligibility criteria outlined below and satisfactory school attendance as verified monthly by the school principal.

Eligibility

- a. The student must be enrolled and registered as a grade 10-12 student, must not have already graduated, and must not be more than 19 years of age by the end of the school year they are registered in.
- b. The student must be registered in a district program with a minimum of 15 in-class hours per week and/or full-time courses for a minimum of one full semester.
- c. The parent/legal guardian for the student must be maintaining a permanent residence in the student's home community and is not renting or otherwise subletting the permanent residence.
- d. The parents are making payments to a 3rd party for the boarding/lodging provided.
 - i. the student is not living with a parent or guardian, and
 - ii. the student is not living in a house or dwelling provided by the parent or guardian.
- e. The student attends school on a regular basis and absences are for legitimate reasons.



School District 70 Pacific Rim

4690 Roger Street, Port Alberni, B.C. V9Y 3Z4 Ph: (250) 723-3565 Fax (250) 723-0318

Allowance

1. The monthly Boarding Allowance will be established by Board resolution before the end of June for the next school year.
2. The Secretary-Treasurer requires the parent to provide evidence of payments for Boarding to the 3rd party.
3. The parent/legal guardian may, by signing an appropriate release, request the School District to pay the Boarding Allowance directly to the 3rd party boarding individual or organization.

Payments

1. At the end of each school month the school will complete a Boarding Allowance Requisition form and forward it to the Secretary-Treasurer for payment.
2. The Board's objective is to pay the Boarding Allowance on a net-15 basis.

Resources:

Current 3306 AP – Boarding Allowance - SD70 Pacific Rim

Boarding Allowance – SD72 -Campbell River

Boarding Allowance – SD85 – Vancouver Island North



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Application for Boarding Allowance: Appendix 1

Please send all documentation to Paula Mason: pmason@sd70.bc.ca

USE ONE FORM PER STUDENT. Completed forms are to be sent to: School District 70 Pacific Rim, c/o the Secretary-Treasurer, 4690 Roger Street, Port Alberni, BC, V9Y 3Z4. Application is hereby made for a boarding allowance in accordance with Administrative Procedure 3306 (Boarding Allowance). Details are as follows:

Parent(s) Legal Guardian(s) Names:		
Parent(s) Legal Guardian(s) Mailing Address:		
Physical Address of Family Home (if different than Mailing Address)		
Parent(s) Legal Guardian(s) Phone:	Home:	Work:
Student's Name:		
Birthdate:		
Grade/School Year:		Number of Courses Enrolled:
Neighbourhood School:		
Proposed School to Attend:		

Reason boarding is necessary: (attach additional pages if needed):

Date Boarding Will Commence		Date Boarding Will End:	
Address of Boarding Place:			

Payment Options:

- Direct Deposit to Boarder
- Direct Deposit to Parent/Legal Guardian – must provide evidence of boarding payment

If approved, accounting will provide form to complete for Direct Deposit.

I certify that:

- I have read and understand Administrative Procedure 3306 (Boarding Allowance) and confirm my child meets the criteria outlined.
- I will immediately inform School District 70 should my child no longer meet the criteria.
- I acknowledge that making a false statement resulting in dollars paid in error, to be provided back to the school district. Attach two statements for Proof of Residency of Parent/Legal Guardian (i.e. Property Tax Notice and BC Hydro statement)

Parent/Legal Guardian Signature: _____ Date: _____

The school district reserves the right to verify the accuracy of information submitted on this application.



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FOR OFFICE USE ONLY

Location of family home approved in relation to school and transportation.

Secretary-Treasurer _____

Superintendent of Schools _____

Amount of Allowance: \$ _____ per month, commencing on _____ and ending on



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BOARDING ALLOWANCES MONTHLY REQUISITION

Month of: _____

Student Name: _____

School: _____

Student named above is a registered student at this school and the student's attendance has been satisfactory.

Remarks: _____

Approved: _____

Date _____

Principal or Authorized Signature



Direct Deposit Form

SD70 Pacific Rim can transfer funds directly to your bank account. To take advantage of this service please attach a **void cheque** and complete the following Financial Information:

Name of Financial Institution: _____

Address of Financial Institution: _____

Account Information:

Bank Code: _____ Branch Transit #: _____ Account Number: _____

Remittance Information: How would you prefer to receive **payment** details:

Email: _____

Mail: _____

Company Name or Individual: _____

Contact Name: _____ Title/Position: _____

Phone: (____) _____ Fax: (____) _____

Signature: _____ Date: _____

If this information changes in the future, please notify us immediately.