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	Gas Card Policy	2019	2	Page 1 of 1	WMCHS-0009
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2024	Operations Affairs				

WMC has had a long standing policy of offering to families in need gas cards of up to \$500 per year, per family if the student daily commute exceeds 25 miles one way.

Due to the unpredictable nature of the total need and resulting cost each year, this policy, as currently in place, has caused budget line item excesses.

The current policy will be modified so that we can more accurately predict the impact on our finances. The modifications will also serve to lower the financial exposure of WMC. We hope you understand that we must make tough financial decisions as we pursue the financial responsibilities of the school.

1. Families will be asked to prayerfully consider if the gas card subsidy is needed.
2. If the need exists, a standardized request form will be completed and returned to WMC by 8/31 of each year. (See attached)
3. The Gas Card line item amount in the Society approved budget will be the limit for the year.
4. The number of standardized request forms received by 8/31 will be divided into the Society approved budgeted amount to determine the amount per family for the year.
5. The gas card subsidy will not exceed \$500 per family. The actual subsidy could be considerably less than \$500 depending on the requests received and the annual budget limit.
6. If tuition payments are not current then the gas card will not be available.
7. Gas cards will be issued at the beginning of each trimester.