



TUITION POLICY S-23

Policy Statement

Choice School makes every effort to balance the tuition and fee charges for student attendance while meeting the fiscal responsibilities of operating the school. In addition, the School provides different payment plans for the convenience of families. This policy sets out information and terms and conditions with respect to acceptance of students to the school and payments of tuition and fees. The School's *Admissions Policy S-17* provides additional information concerning applications for acceptance of students to the School.

Procedures for Policy S-23, Tuition and Fees

Enrolment acceptance:

- Acceptance for enrolment at Choice School is a commitment for the full school year and is offered in accordance with the *Admissions Policy* of Choice School.
- The monthly payment plan (Plan B) is offered as an aid to facilitate tuition payment only.
- Payments by monthly installments do not constitute a fractional contract or obligation.

Termination: Choice School retains the right to terminate a student's enrolment after they have been accepted if the student's educational needs exceed Choice School's programming and services.

Ministry of Education Operating Grant

Our tuition fee is dependent upon Choice School receiving the per student operating grant from the Province of B.C. Should this operating grant not be received, we would be required to increase our tuition fee to cover the amount of the grant non-payment shortfall.

The Provincial Grant is dependent upon parents and children being permanent residents of B.C. and either Canadian Citizens, landed immigrants, or otherwise lawfully admitted to Canada. Entrants that do not meet the above criteria must pay the tuition plus the additional base B.C. Grant established by the Ministry.

In addition, as a designated Special Education School, all students enrolled in Choice must have or be eligible for a designation as a special education student in accordance with the Ministry's *Special Education Services: A Manual of Policies, Procedures and Guidelines, 2013*. The School receives an additional per student grant because of this designation. Further information concerning special education can be found in the *Special Education Policy S-8* in the School's Policy Manual.

Choice School accepts qualified students for early enrolment in Kindergarten. As children who do not turn five by the end of December do not receive any of the B.C. Grants, parents are responsible for covering the amount of both grants above.

Adopted December 13, 2016	Revised
---------------------------	---------



Choice School Policy Manual

Tuition and Fees

Tuition Schedule

Each year the School publishes a Schedule of Tuition and Fees for the school year. A copy of these charges and responsibilities is provided to families and a Tuition Contract must be signed and returned by parents acknowledging acceptance of the Terms and Conditions for student attendance.

Tuition deposit and payments:

- To confirm student enrolment, the initial deposit of \$1,000 must be paid; otherwise student enrolment cannot proceed.
- The tuition deposit of \$1,000 is strictly non-refundable; however, it is applied against your yearly tuition fee.
- Both the tuition deposit (\$1,000) and the prepayment must be received prior to the last day school is in session before summer break.
- Tuition amounts are payable in advance and are due on the dates shown on the tuition schedule for the current academic year.
- All overdue tuition amounts will accrue interest at a rate of 2% per month, compounded monthly (26.82% per annum).

Capital Development Fund

There is an additional non-refundable \$1,500 one-time contribution per family for the Choice School Capital Development Fund. This fund has been set up to enable Choice School to continue to meet ongoing and future capital development costs.

Sibling Discount:

- A 20% discount will be extended to the second child enrolled in the family and 30% discount for the third child.
- This discount only applies to the base tuition amount.
- The PAC Volunteer Participation Deposit will only apply once per family per academic year.

Withdrawal Terms and Conditions

As Choice School teacher contracts and ongoing operating and capital expenses are entirely dependent upon the full 10-month enrolment, please be advised that:

- once a student is enrolled, a position is reserved for the entire school year,
- when parents/guardians sign, and return the contract, they agree to pay all tuition and fees for the current academic year,



Choice School Policy Manual

- if the student named on the tuition contract does not attend, or is withdrawn by parents prior to the completion of the school year, a \$2,000 early withdrawal penalty in addition to tuition payable to the end of a 30-day written notice period is required.
- if a student is dismissed before the end of the school year in accordance with the established school policy, tuition is payable to the last day of attendance
- parents shall be responsible for, in addition to tuition fees and charges referred to elsewhere herein, all costs, reasonable attorney's fees and other expenses which the school may incur in the enforcement of the tuition contract and policies,

Note for new students joining after September 30 of the school year:

After the September enrolment month, tuition fees will be pro-rated to the enrolment date of the student, based on a monthly charge and per day charge for partial months as established for the school year. The Activity Fund, Volunteer Participation Deposit are pro-rated for the number of months in attendance.

Tuition charged at Choice School includes the following:

- An Individual Education Plan (IEP) in accordance with Ministry of Education's Special Education Services Manual of Policies, Procedures and Guidelines (2013).
- Learning materials and resources required for various levels of subject matter
- Choice Challenge Major, Focus Weeks, special events at the school and most school field trips.

Other Expenses:

- There may be surcharges from time to time for field trips, extra art supplies, etc.
- For support of educational needs beyond the typical programming offered at Choice, further costs may be assessed.
- Students in Grades 5-9 may have the opportunity to participate in one or more major outdoor environmental programs or excursions. An additional fee will be levied at that time.
- There may also be a charge for optional extra-curricular activities.
- Parents taking advantage of the school provided student transportation bus service will also be levied an additional fee.
- Uniforms - All students are required to wear the official school uniforms when in attendance. Uniforms are available from Cambridge Uniforms.

Volunteer Participation Deposit

As a small school community, Choice relies on the participation of parents through the Parent Advisory Committee (PAC) to support the many extra-curricular activities and school events integral to the educational program. Every student benefits from the enrichment parental involvement brings to the classroom and school. Each family is expected to contribute volunteer time in support of the school. In recognition that a contribution of time may not be possible for



Choice School Policy Manual

some families, but acknowledging that if this support is not provided voluntarily it must be purchased from outside providers, an assessment of \$400 per family is levied by the PAC at the outset of the school year payable to the Parent Advisory Council. Over the school year, as families' volunteer, their time is deducted against this amount at a rate of \$20 per hour. In this manner, families who volunteer time can be refunded all or some of this assessment so this expectation of support and participation is fairly distributed amongst families.