



TUITION PAYMENT POLICY S-23

Policy Statement

Tuition Fees are the primary source of funding for Choice School and are necessary for the prompt payment of our excellent staff and to cover other operations and capital costs. As such, it is essential that tuition payments are made in a timely manner. 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.

The School offers a limited, self-funded tuition assistance program to help qualified families who would otherwise be unable to cover the complete cost of enrolment. Tuition Assistance applications must be submitted, considered and approved prior to the start of the school year. Additional information can be found in the School's *Tuition Assistance Policy S-18*.

This policy sets out information and terms and conditions with respect to acceptance of students to the school, payments of tuition fees and the treatment of overdue accounts. 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 the level of Choice School's normal 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 or reduced, we would be required to increase our tuition fee to cover the amount of the grant non-payment shortfall.

The Provincial Education Operating 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.



Choice School Policy Manual

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.

Tuition, Fees, Payments and Overdue Accounts

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 in a Tuition Agreement which must be signed and returned by parents acknowledging acceptance of the Terms and Conditions for student attendance.

Tuition deposit and payments:

- All payments made to the school must be via cheque or pre-authorized debit. No cash payments can be accepted.
- To secure a place for the coming year at Choice School, a \$1,000.00 enrolment deposit is required when enrolment documents are completed and submitted, regardless of the payment plan selected. Should the student subsequently fail to attend the school, the deposit is non-refundable. If the student does attend the school starting in September, this deposit is held by the school until the end of the school year when it will be applied to any outstanding tuition or other fees outstanding. Any balance left after payment will be refunded to the family. If there are no outstanding amounts due to the school at the end of the school year, the full \$1,000.00 will be refunded.
- A tuition fee discount is applied when tuition is paid in full by 15th June of the preceding academic year.
- Tuition amounts are due on the dates shown on the tuition schedule for the academic year and are payable via pre-authorized debit or cheque.
- For those families who select Payment Plan A, both the enrolment deposit (\$1,000.00) and full payment of all fees must be received by 1st September to ensure student attendance for the school year. For those families who select Payment Plan B, the enrolment deposit (\$1,000.00) and the first two installments on 15th June and 1st September must be received in order to ensure student attendance for the school year.



Choice School Policy Manual

- Tuition Assistance
 - Families with approved tuition assistance in place will be responsible for a prorated, level of payments, adjusted by the percentage of assistance being provided. The adjusted payments will become a revised contractual payment obligation of the Tuition Agreement and be subject to the payment and overdue accounts process defined herein.
- Alternative Payment Plan
 - In hardship situations, families may submit a written Alternative Payment Plan to the Principal for consideration by the school's board of directors. If accepted by the board, the alternative payment schedule will become a revised contractual payment obligation of the Tuition Agreement and be subject to the payment and overdue accounts process defined herein.

Capital Development Fund

There is an additional non-refundable \$2,000.00 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.
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Overdue Accounts:

- Families are responsible for ensuring that the school receives all payments due in a timely fashion. This includes the responsibility to update account information for pre-authorized debits and to provide new cheques where necessary to ensure that payments are received when due.
- Families must remedy any missed payment promptly. For each missed payment, families will be billed an administrative fee of \$50.00.
- If an overdue payment is not remedied within 30 days of the original payment due date, overdue amounts will accrue interest at a rate of 2% per month, compounded monthly (26.82% per annum) from the date the payment was originally due.
- If a account remains overdue more than 60 days after the original due date, the Board may terminate their child(ren)'s enrolment for non-payment at its next meeting. The family will be given 30 days written notice of the meeting at the contact information last provided to the school. The family will be entitled to deliver a written submission to the Board, but not to make any oral submission without request to and prior permission from the Board. The Board may provide in granting such permission that any oral submissions must be limited to 10 minutes in total regarding the child or children in question. Whether the child(ren)'s enrolment is terminated or not, any outstanding amount due may be referred to an external agency for collection. Parents or Guardians shall be responsible for, in addition to the



Choice School Policy Manual

amount outstanding due, all costs, reasonable attorney's fees, and other expenses which the school may incur in collecting the outstanding amount due.

Withdrawal Policy 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 Tuition Agreement, they agree to pay all tuition and fees for the current academic year. If the student named in the Tuition Agreement does not attend, or is withdrawn by parents from the school prior to the completion of the school year, a \$2,000.00 early withdrawal penalty is payable, in addition to the tuition payable to the end of the students final day of attendance.
- A 30-day written notice of withdrawal must be provided by the parent prior to the student's final day of attendance and tuition will be pro-rated up to the student's final day of attendance. If a full 30-days notice of withdrawal is not provided by the parent, the student's final day of attendance will be deemed to be 30-days after the notice of withdrawal is received or in the case of non-attendance without any written notice, 30 days after the student's last day of school.
- If a student is dismissed by the school before the end of the school year, in accordance with the established school policy, tuition is payable to the last day of attendance.
- If a refund is due to a parent after their child's early withdrawal, a refund payment will be made by cheque to the parent, within 30 days of the last day of their child's attendance.
- If a settlement is due to the school after a child's early withdrawal, the school will issue an invoice for the settlement amount, which must be paid by the parent within 30 days.
- If after 30 days, the invoiced settlement amount owing becomes overdue, the outstanding amount will begin to accrue interest at a rate of 2% per month, compounded monthly (26.82% per annum) from the date of invoice and may be referred to an external agency for collection. Parents or Guardians shall be responsible for, in addition to the amount outstanding due, all costs, reasonable attorney's fees, and other expenses which the school may incur in collecting the outstanding amount due.

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 and based on a monthly and a per day charge for partial months, as established for the school year. The Volunteer Participation Deposit will also be 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 (April 2016)*.
- Learning materials and resources required for various levels of subject matter.



Choice School Policy Manual

- S.A.I.L (Stretching Academic and Intellectual Learning), special events at the school and most school field trips.

Other Expenses:

- There may be surcharges from time to time for field trips, optional extra-curricular activities, etc.
- Uniforms - All students are required to wear the official school uniforms when in attendance. Uniforms are available from Cambridge Uniforms and parents are responsible for the cost of purchasing uniforms for their child.
- For support of educational needs beyond the typical programming offered at Choice, further costs may be assessed.
- Students in Grades 6 to 9 may have the opportunity to participate in a major outdoor environmental program. 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.

Volunteer Participation Deposit

As a small school community, Choice School 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 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 school. 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.