

TUITION & FEES AGREEMENT

Terms & Payment Requirements

1. Tuition Payments

A child is permitted to attend class when tuition payment(s) is received and the family's account is in good standing.

2. Method and Terms of Payment

Resident Payment Requirements

Option 1 Full payment is due by the latter of: 1) the signing of the Agreement, or; 2) May 1.

You may claim a 5% Early Payment Discount. (*minimum 5 month contract*). Early Payments can be made by cash, cheque or money order. Early Payments made by Visa or Master Card are not eligible for a discount. Early Payment Discounts are not available to accounts with adjusted or international tuitions.

Option 2 Pay in monthly installments with the first payment occurring on the latter of: 1) the signing of the Agreement, or; 2) May 1 or 15, and with the final payment occurring on April 1 or 15.

Monthly payments will be processed as automatic debits from your bank account. A \$200 annual processing fee will be charged with the first month's payment to cover administrative costs.

Non Resident Payment Requirements Tuition must be paid in full prior to receiving an official letter of acceptance. Payment may be made via bank transfer, certified cheque, or international money order.

3. Midyear Admission

Students enrolling after May 1 will be required to make tuition payments in accordance with the schedule outlined in item 2 *Method and Terms of Payment*.

4. Admission Fee & Deposit

A non-refundable admission fee of \$200 per student (\$350 for international students) is required for all new applicants. A deposit in the amount of the first month's tuition is due on acceptance to the program. The admissions fee also applies to any currently enrolled students who did not, if required by item 5, provide a commitment deposit on or before the Commitment Deposit deadline or who fail to meet the May 1 tuition payment deadline.

5. Commitment Deposit

A non-refundable deposit of \$200 is required for each returning student in all fully enrolled programs in order to secure a space in the class. This deposit is due in January (PS/KG) and February 28 (Grades 1-12).

6. Costs Included in Tuition

Costs for items normally purchased and distributed to students by the school on behalf of the parent(s) and or guardian(s), are included in Tuition & Fees. This includes items purchased in bulk such as flutes, gym strips, most handwork & practical arts supplies, main lesson books, some Fine Art supplies, specialized Waldorf art and writing supplies and field trips (except food). The Community Fee is also included in tuition and is used to fund school community, promotional and educational events and activities. These events and activities are provided to community members in addition to and separately from the student's education and include festivals, educational lectures, workshops and programs, and social and promotional events. All of these costs are apportioned out of the tuition fees each year; any shortfall will be covered from an amount reallocated from the fees paid during that school year and no request for further fees will be made. Any surplus will be used to purchase classroom supplies and/or equipment as needed and no refund will be given.

7. Costs Not Included in Tuition

ELL lessons; student support lessons or tutoring; materials for extraordinary special projects; some materials, particularly those used in the High School, will not be purchased and supplied by the school because they are selected by the students based on personal preference and are not materials normally purchased in bulk by the school on behalf of the students. This includes such items as musical instruments (except recorder flutes), material for individualized handwork projects, binders, binder paper, notebooks, writing implements and pencil crayons. While the cost of field trips (except food for multi day trips) is covered by Tuition, the purchase of emergency medical insurance coverage over and above BC Medical Services Plan coverage for field trips outside of BC is the responsibility of the parent or guardian. Emergency medical coverage will not be covered by Tuition and will not be purchased by the school. Similarly, those students who do not qualify for the BC Medical Services Plan (MSP) will be responsible for purchasing medical coverage through the school at an additional cost of \$50.00/month.

8. New Students

Each student's acceptance is provisional; for all new students there is a three month probationary period. The teacher will observe and assess the student's needs and abilities during this probationary period. The teacher may recommend that the student be placed in a grade commensurate with the developmental level of the student, and/or the parents may be required to provide academic, ESL, remedial, and/or therapeutic support as a condition of remaining in the class. The school reserves the right to ask for withdrawal. (*see item 10*)

9. Bus Transportation

Bus fees for students who require bus service are incorporated into families' Tuition payments. All students using the bus service are subject to the terms of the Bus Agreement.

10. Withdrawals/Refunds (Kindergarten – Grade 12)

Residents Families enrolled in all programs and services wishing to withdraw are required to provide written notice. No refund is granted if a student is expelled. The school reserves the right to ask for withdrawal of a student as outlined in the Tuition Agreement. Following receipt of notification, a withdrawal fee will be charged according to the following table:

Withdrawal Date*	Withdrawal Fee - % of listed full tuition**
Up to September 1	Lesser of 25% or fees paid to date
Up to December 31	Lesser of 50% or fees paid to date
Up to March 31	Lesser of 75% or fees paid to date
Up to April 30	Lesser of 100% or fees paid to date

Example 1: Family paying full tuition withdraws on November 15; thus withdrawal fee = lesser of 50% of \$13,050 or fees paid to date. In this case there would be a small refund.

Example 2: Family paying adjusted tuition withdraws on November 15; thus withdrawal fee = lesser of 50% of \$13,050 or fees paid to date. In this case there would be no refund.

*Note: Withdrawal date is the latter of the date of receipt of written notification or the child's last day of attendance.

**Listed full tuition as published on Tuition and Fees Schedule

Non-Residents Before the student has attended, refunds are granted upon submission of evidence of government denial of student authorization. Upon receipt of such evidence, the school will retain a minimum fee of \$350 and will refund remaining paid tuition. Refunds are also granted depending upon the proportion of the stay completed. If a student withdraws during the first quarter of the intended stay, 50% of the total fees paid will be refunded. If a student withdraws after the first quarter of the stay, 25% of the fees will be refunded. Once a student has completed half of the stay, no fees will be refunded. No refund is granted if a student is expelled. The school reserves the right to ask for withdrawal of a student as outlined in the Tuition Agreement.

11. Tuition Adjustment

Tuition is adjusted based on financial need and is solely granted through application to the Tuition Adjustment program. Pre-school aftercare and bus transportation fees are not eligible for adjustment.

Tuition reductions or adjustments will not be granted based on partial attendance due to the implementation of Individual Education Plans, such as athletic, artistic or learning needs programs.

12. Loss of Student Government Grant

If due to holidays or reasons other than illness a child does not attend 600 hours (approx. 112 days) of school between the first day of school in September and May 15, the school will lose a portion of the government Education Grant. Parents will be responsible for replacing the lost grant funds unless a doctor's certificate justifying an extended absence can rectify the situation with the Ministry of Education.

13. Late Payments & NSF Charges

A charge of \$25 will be applied for any cheque or automatic debit that is returned to the School by your financial institution because of insufficient funds. The family must make immediate arrangement for replacement of refused payments. If acceptable arrangements are not made, the account will be considered to be in arrears and the student may be asked to withdraw. (*see item 1*)

Accounts in arrears may be charged a fee of \$10 per communication required to bring the account into good standing. The finance office will notify the account holder by email or letter of an impending charge to provide the account holder with the opportunity to bring an account into good standing and avoid the charge.