



## Quinte Region Christian Schools CONTINUOUS TUITION PAYMENTS GUIDE FOR FAMILIES

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At Quinte Region Christian Schools, we are committed to making tuition as clear, fair, and simple as possible for families. To reduce paperwork and make things easier from year to year, we will be using a **continuous tuition payment** approach for returning families.

This guide is a plain-language summary of how tuition payments work at QRCS. The full details are set out in the School's **Tuition Policy** and the **Enrolment Agreement**, which together form the official terms governing tuition obligations.

### What Does “Continuous Tuition Payments” Mean?

If your child(ren) remain enrolled from one school year to the next:

- Your existing tuition payment plan stays in place automatically.
- Your current banking or cheque information continues to be used.
- You do **not** need to submit a new Tuition Payment Schedule every year.

This works much like other ongoing household expenses (for example, insurance premiums) or memberships/subscriptions (e.g. streaming services): your plan continues unless you tell us you'd like to make a change.

Continuous tuition payments are authorized through your Student Enrolment Agreement and governed by the School's Tuition Policy.

### How Will I Know My New Tuition Amount?

Each year, once the School's budget and tuition rates are approved:

- You will receive a written notice showing your tuition amount for the upcoming school year.
- Your new tuition total will automatically be applied to your existing payment plan.

No action is required unless you want to make a change.

### What If I Need to Change My Payment Plan or Banking Information?

You're always welcome to update your arrangements.

Please contact Accounts Receivable if you need to:

- Adjust your payment amounts or timing
- Switch payment methods



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- Update banking or cheque information

We ask that any requested changes be submitted within the timeframe listed in your annual tuition notice.

Email: [receivables@qrccs.ca](mailto:receivables@qrccs.ca)

### **New Families**

If your family is new to QRCS:

- You will complete a Tuition Payment Schedule when you submit your Student Enrolment Agreement.
- A non-refundable \$500 deposit is required to hold your child(ren)'s place.

### **When Would a New Payment Form Be Required?**

In most cases, your payment plan will simply carry forward year to year. However, the School may occasionally need updated authorization or a new payment form for administrative, regulatory, or financial reasons. If this happens, we will notify you in writing.

### **Need Help or Experiencing Financial Difficulty?**

We understand that circumstances change, and we aim to respond with both clarity and compassion.

If you are experiencing financial difficulty or need help with your tuition arrangements, please contact Accounts Receivable as soon as possible so we can work together on a solution.

Email: [receivables@qrccs.ca](mailto:receivables@qrccs.ca)

For complete and binding terms, please refer to the QRCS Tuition Policy and your Student Enrolment Agreement.

Thank you for being part of the QRCS community. Your partnership helps us continue providing Christ-centred education for our students.