



PREAMBLE

This policy applies to the establishment and collection of tuition fees charged to the parents and/or guardians (the "Parents") of the students enrolled at Quinte Region Christian Schools ("the School").

The purpose of this policy is to ensure the ongoing viability of the School through the collection of its main source of revenue, tuition fees; and while doing so, to ensure that each parent is treated fairly and consistently.

DEFINITIONS

Continuous Payment Arrangement - A Continuous Payment Arrangement refers to an approved Tuition Payment Schedule and associated banking authorization that remains in effect across successive school years for returning families, unless amended or cancelled by the Parents or the School in accordance with this Policy.

POLICY

It is the responsibility of the Parents who have enrolled their child(ren) at the School to fulfill their commitment to make the required tuition payments. The completed and signed *Enrolment Agreement*, as submitted on initial enrolment or re-enrolment to the School by the Parents, solidifies this commitment.

For returning families who continue enrolment from one school year to the next, the previously established Tuition Payment Schedule and authorized banking information shall remain in effect on a continuous basis, unless amended by the Parents or the School in accordance with this Policy and the Student Enrolment Agreement. A new Tuition Payment Schedule is not required annually for such families, provided their enrolment continues uninterrupted.

Tuition shall be paid at the rate set by the Board. This rate is set in conjunction with the approval of the annual budget, which is presented at a business meeting of the School's membership. The Board may request that the budget approval include a possible adjustment to tuition in the fall to recognize the implications of the number of families attending the school as compared to the estimates at the time the budget is prepared.

Returning families will be notified in writing of their tuition amount for the upcoming school year once the annual budget and tuition rates are approved by the board. The updated tuition amount will be applied automatically to the family's existing Tuition Payment Schedule. Parents who wish to make changes to their payment schedule or banking information must contact Accounts Receivable within the timeframe specified in the annual tuition notice.

Families unable to pay the full tuition amount may apply for a reduction in their tuition fees.

Tuition payments ensure the ongoing financial stability of the School. As such, tuition payment arrangements are required to complete enrolment as outlined in below. The Board reserves the right to assign spaces only to children whose parents have complied with set deadlines and procedures.

The School reserves the right to require updated payment authorization or a new Tuition Payment Schedule at any time if deemed necessary for administrative, regulatory, or financial reasons. Parents will be notified in writing should such a requirement arise.

Tuition Arrears

Tuition arrears negatively impact the financial stability of the School. When Parents do not adhere to this Tuition Policy and fail to meet their tuition obligations, it places an increased strain on the School's ability to meet its operating expenses.

The Board recognizes the need for Christian compassion in the matter of Parents experiencing financial hardship and difficulty in meeting their tuition payment obligations. As such, the School will exercise flexibility in the event of unusual circumstances affecting individual families.

At the same time, to enable the School to continue to meet its ongoing operating commitments, it is essential that a family experiencing difficulty meeting its financial obligations communicate to Accounts Receivable in an expedient manner so that a solution that considers the needs of the student(s), the family and the School can be fairly and adequately considered.

All families experiencing financial difficulty are encouraged to contact the Accounts Receivable.



The tuition arrears process seeks to balance the needs of the students involved and their families with the ongoing commitment of the School to its full community of students and parents.

Procedures

September Enrolment

In order to secure the enrolment of their child(ren) in an upcoming school year, Parents must:

- New families make a non-refundable \$500 deposit (the “Deposit Payment”) upon registration to ensure their child(ren)’s enrolment in the upcoming school year. This deposit will be applied against the required tuition payments. The Deposit Payment will not be refunded even if the child(ren) is/are subsequently not enrolled for the upcoming school year. This payment is required to allow for adequate planning for the next school season; the forfeited deposit payment recognizes the additional financial burden placed on other families and the additional administrative work required.
- Complete and return the Tuition Payment Schedule upon completion of the Student Enrolment Agreement (for new students) to secure a spot for their child(ren) for the upcoming school year.
- For returning families who continue enrolment, the existing Tuition Payment Schedule and authorized banking information will automatically carry forward to the upcoming school year. These families are not required to submit a new Tuition Payment Schedule unless they wish to make changes to their payment amounts, timing, or banking details.
- Tuition payments may be made by pre-authorized payments or post-dated cheques. E-Transfers are not an acceptable method of payment for tuition. Requests for any changes to a family’s tuition payment schedule or banking information must be submitted to Accounts Receivable for approval.
- Unless otherwise notified in writing by the Parents, all approved pre-authorized payment arrangements and post-dated cheque schedules will remain in effect on a continuous basis from year to year for returning families whose enrolment continues uninterrupted.
- Parents who do not submit their Deposit Payment and *Tuition Payment Schedule* by the required deadlines above will be given an initial reminder by Accounts Receivable. However, if these forms are not received by the deadline, the Parents will be informed that they have not yet secured places for their children and that their spot may be assigned to a new enrolling student if a waitlist situation occurs.
- Accounts Receivable must receive the required documents for the child(ren) to attend class. If these completed documents are not received before the first day of school, the child(ren) may not be assigned to a class and may not be considered to be enrolled in the School.
- All outstanding tuition payments from prior years must be fully paid to secure enrolment for the child(ren) for the upcoming school year. An exception may be made if satisfactory payment arrangements have been made for the outstanding balance.

Late Admission or Early Withdrawal

For students enrolled for part of the school year (whether through early withdrawal or late admission), tuition is owed for each month attended. Part-year tuition is calculated on a pro-rated basis over the school year (September to June), with each month being equal to one-tenth of the full-year annual tuition cost. Attendance of any partial month constitutes a full month. Registration fees, membership fees, and student activity fees are non-refundable and will not be prorated.

If a registered student withdraws any time after the first day of school, the Parents must provide two weeks written notice (letter or email) to the Campus Principal. Any tuition amounts owing or refundable will be calculated based on the date of withdrawal.

In the case of overpayment and/or prepaid tuition for which a charitable donation receipt has been issued, reimbursement of the tuition fees paid is not possible. If a charitable donation receipt has not been issued, then the overpayment of tuition may be refunded, in accordance with this Policy.

It is the responsibility of the Campus Principal to confirm with Accounts Receivable of changed family status and to request that post-dated cheques and/or a reimbursement cheque be returned to the family.

Returned (NSF) Payments



Quinte Region Christian Schools TUITION POLICY

If the School receives notification of a tuition payment being returned because of insufficient funds, Accounts Receivable will notify the Parents that a cheque/pre-authorized payment has been returned and ask for a replacement cheque plus a \$25 administration fee to be sent to the School within one week of notification. If Accounts Receivable is not able to make contact with the Parents promptly and/or the Parents indicate they will not be able to send a replacement cheque within one week, then the process for tuition arrears (below) should be followed.

Any NSF fees charged by the Parents' financial institution are the responsibility of the Parents.

Tuition Arrears

When circumstances change so that honouring their tuition commitments is difficult, the Parents must contact Accounts Receivable in writing immediately.

The Parents are strongly urged to request financial assistance, which may be granted if funds are available. Contact Accounts Receivable for further information.

If the Parents choose not to request financial assistance or if it is either unavailable or insufficient for their situation, then the Parents and Accounts Receivable should create an alternate plan to pay the tuition fees. For such situations, periodic statements of account will be sent to the Parents for ease of tracking payments received and outstanding amounts owing.

If the Parents are unable or unwilling to meet their tuition obligations as outlined in the *Tuition Payment Schedule* and are unable or unwilling to work with Accounts Receivable as outlined above, then a member of the Finance Committee or Board will contact the Parents to arrange a meeting. The purpose of this meeting will be to create an alternate payment plan and to work with the Parents to resolve the tuition arrears.

If the Finance Committee or Board member is unable to arrange a meeting with the Parents, or if any payment arrears matter is not resolved within 14 days of their meeting, then a letter tracked by courier will be sent outlining the Parents' tuition obligation and the possibility that they will be required to seek alternative education for their child(ren). The Finance Committee or Board member will report this situation at the next Board of Directors meeting.

If the payment arrears matter has not been resolved by undertaking these steps, the Finance Committee or Board member will report to the Board that the Parents are unwilling or unable to resolve the situation to their satisfaction. The Board will send a letter tracked by courier with notification to the Parents that their child(ren) must be withdrawn from the school within ten (10) days.

Even after the Parents have withdrawn their child(ren) from the school, payment arrears still represent a broken commitment and outstanding debt. The Board may choose to pursue other formal means of collecting payment.