

## **STUDENT TUITION AND FEES**

### **Preamble**

The Board is dedicated to providing a wide range of educational opportunities for each student at Maria Montessori Academy, including as many enriching and outdoor activities as possible. As a result, families will be charged tuition and fees, as outlined in this policy.

### **Policy**

Similar to all independent schools, the Board shall charge a student tuition for goods and services associated with activities, courses, or programs offered at the school, as required to achieve provincial learning outcomes or requirements for graduation. Also families are charged a Debt Reduction fee for such things needs for the school structure such as a new roof, furnace, etc.

In addition, the Board shall charge a fee for items such as, but not limited to, a registration processing fee, student enrichment, supplies, equipment, and a graduation fee (Grades 7 -12). The Board shall also charge an Outdoor Education/Fieldtrip fee for costs such as transportation, accommodation, meals, entrance fees, and equipment rental associated with field trips or special events. With the activity fee that is charged, the intent is to assist in recovering costs without realizing any profit. Every effort shall be made to keep student fees to a minimum.

The Board will require the student to provide at his or her own personal expense appropriate personal clothing for school activities such as a school uniform, gym strip, footwear, outerwear, personal safety equipment, and musical instruments.

The Board shall try to ensure that no student of school age is excluded from participation in an activity, course, or program because of financial hardship. As well, students with a financial hardship may apply to the Board for a bursary to assist with their tuition.

The Board shall review a schedule of school fees and tuition annually.

### **Administrative Procedures**

1. Establishment of School Tuition and Fees

The following fees will be applied to all students:

- Registration (processing) fee
- Tuition
- Debt Reduction Assessment
- Graduation fee (Grades 7-12)
- Supplies fee
- Student Enrichment fee
- Outdoor Education/Fieldtrip fee

2. Important dates and payment procedures:

- June 1<sup>st</sup>: Parents of returning and new children must pay, by June 1<sup>st</sup>, one month's fees in advance, less the \$200 deposit previously paid, plus the Supply Fees. These fees are credited to the June tuition of the upcoming school year and are non-refundable.
- Tuition fees for the September to May portion of the school year will be required to be processed through Electronic Funds Transfer (EFT). Any request to be exempted from this procedure must be made in writing to the Principal of Maria Montessori Academy prior to the June 1<sup>st</sup> payment being due.
- Paper work relevant to the EFT processing must be completed by the requested due date, as well as the signed Parent Enrolment Agreement.

3. Notice of withdrawal

- Pupils are expected to be enrolled for the entire school year.
- Two full calendar months' written notice is required for withdrawal of a student during the school year.
- Parents are responsible for the tuition fees until the end of the two-month period. (This policy applies after the June 1<sup>st</sup> payment is made for the following school year. For example: if a student withdraws during the summer months of July or August, the parent is responsible for the September and October tuition payments.)
- The June prepayment still remains non-refundable.

4. The principal of the school:

- Is responsible for establishing school fees annually
- Shall ensure that all fees are established at a level necessary to recover the cost of an activity, course or program
- Shall consult with the comptroller and if need be, any other staff and the Board Finance committee, prior to establishing a fee
- Shall prepare a schedule of fees and provide this schedule to the Board at the first Board meeting in January of each year
- Shall confidently inform the Board of any families who are applying for a bursary to help with financial hardships
- Shall publish a schedule of fees to parents prior to re-registration time (end of

January)

3. The Board:

- Shall, after reviewing the school fees and tuition, approve the schedule in early January prior to the next school year, so that information is available for publication to all parents
- Shall facilitate fair and consistent procedures, which will allow some families to apply for a bursary due to financial hardships.
- Shall waive the school tuition for all family members of the administration
- Shall waive the school tuition for the first child of a staff member and fifty percent tuition of any other family members of staff.
- Shall support and/or review with the Principal in any requests for refunds if contrary to the refund/withdrawal policy in the registration and admission procedure.

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